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IDENTIFIERS	Australia; National TAFE Clearinghouse (Australia)

ABSTRACT

This abstract journal contains abstracts of 191 documents on technical education secondary and postsecondary levels which are available through the Australian Technical and Further Education (TAFE) Clearinghouse system. The abstracts contained in this journal are from the following broad categories: traditional discipline curriculum subjects; vocational and professional curriculum subjects; educational facilities; educational history; educational management; educational philosophy, policy, and development; educational planning and administration; educational psychology; educational research; educational systems and institutes; schools; higher education; adult education; continuing, community, and mass education; education of specific categories of students; library and information services; students; teaching; teaching materials and equipment; and the teaching profession. Following the same format as the Educational Resources Information Center (ERIC) abstract journal, Resources in Education (RIE), this TAFE abstract journal contains information on the publication data and accessibility of each document as well as descriptors and identifiers taken from the ERIC Thesaurus of Descriptors. A subject index, an author index, and information for ordering the TAFE documents follow the abstracts. (MN)

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TD 1-191

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TAFE

National TAFE Clearinghouse
Australia

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National TAFE Clearinghouse

Australia, July, 1980

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INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November, 1978. Six State TAFE Clearinghouses and the Australian Capital Territory (ACT) Clearinghouse are linked together by the National TAFE Clearinghouse. The State Clearinghouses are responsible for accessing documents and distributing copies of documents in response to requests, while the National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system as well as into a hard copy publication.

There is a resemblance between the National TAFE Clearinghouse and the Educational Resources Information Centre (ERIC) based in the United States of America. In fact, ERIC has agreed to accept relevant Technical and Further Education documents for inclusion in the ERIC system. Within Australia, it is possible to access both the ERIC and TAFE data bases manually and on-line. The manual method requires reference to *Resources in Education* (RIE), to the *Australian Education Index* (AEI) and to the booklet *Initiatives in Technical and Further Education*. The on-line method involves accessing the ERIC and TAFE data bases located in the Australian Information Network (AUSINET). Thus the Australian TAFE Clearinghouse system provides a unique opportunity for teachers, administrators and researchers to be aware of current happenings in Technical and Further Education (TAFE) throughout Australia.

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis.
- encourage new initiatives in TAFE.
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis.
- prevent the duplication of research and other initiatives, thus reducing wastage of resources.
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

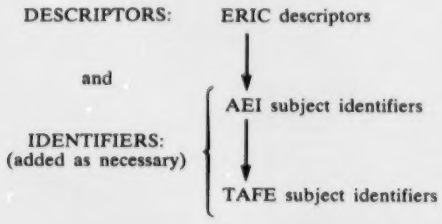
The wide and diverse audience that will be serviced by the system (e.g., lecturers, counsellors and researchers) has resulted in the following materials being acceptable to the system.

- Research reports/technical reports
- Evaluation studies
- Curriculum materials (new and amended)
- Tests, questionnaires, etc.
- Feasibility studies
- Catalogues of instructional materials
- Bibliographies

Only completed documents are accepted. Separate indexes covering "research in progress" are being compiled by the States. These indexes are being circulated within and between State TAFE authorities as well as being listed as single entries in the National TAFE Clearinghouse system.

ERIC DESCRIPTORS AND SUBJECT IDENTIFIERS

Since the National TAFE Clearinghouse is an automated system using the services of the Australian Education Index, it is a part of AUSINET. This gives users access to the information through an on-line bibliograhic search in addition to the manual search facility provided in this booklet. A sample AUSINET computer printout is shown on page 61. The TAFE information has been accessioned using the following range of terms, all of which are used in the compilation of the subject index:



Descriptors
TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Thesaurus of ERIC Descriptors*, which constitutes an authority list of broad, narrow and related terms applied to the field of education. It is quite often necessary to make some changes so that terms conform to Australian usage. The Australian Council for Educational Research (ACER) continually modifies the list of ERIC descriptors during the formation of the Australian Education Index publications, additional modifications are being made to suit the particular requirements of the TAFE data base.

Identifiers
Also, terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the ERIC Thesaurus and for new terms, such as names of specific conferences, which have not previously been used. Both descriptors and identifiers have been used in the compilation of the subject index in this publication.

USERS OF THE SYSTEM

HOW TO CONTRIBUTE
Persons can contribute to the Clearinghouse by filling in a "TAFE Clearinghouse Accession Form" and forwarding it, together with one copy of their completed document, to the appropriate State TAFE Clearinghouse. Accession forms are available from the State TAFE Clearinghouse. A sample accession form is located at the back of this booklet.

REQUESTS FOR DOCUMENTS
Once a particular document has been located by either an on-line or manual search, requests for documents must be forwarded to the State from which the document originated. A list of addresses of TAFE Clearinghouses is to be found on page v. Persons wishing to request a document can obtain a "Document Request Form" from the appropriate State TAFE Clearinghouse or possibly from a TAFE College within that State. Copies of documents will be supplied to libraries of educational institutions. Students and staff of these institutions should approach the library rather than the Clearinghouse.

HOW TO USE THIS BOOKLET

Types of indexes
One can search for particular types of projects by using the following indexes:
- broad subject category index
- author index
- subject index

The last index contains ERIC descriptors and AEI and TAFE subject identifiers mentioned on page ix of the introduction (see page 61 for a schematic layout relating the subject index to ERIC descriptors and AEI and TAFE subject identifiers).

Broad Subject Category
This index consists of a number of broad subject categories under which are grouped documents pertaining to the particular categories. For example, under the heading "CURRICULUM SUBJECTS—VOCATIONAL AND PROFESSIONAL" will be found one or more accession numbers of documents having subject matter which is encompassed by the Broad Subject Category.

Example

CURRICULUM SUBJECTS—VOCATIONAL AND PROFESSIONAL

TD 1	TD 7
TD 3	TD 19
TD 4	

Having found the accession number(s) of the document(s) in which you are interested, turn to the Document Entry section which begins on page 1. Here you will find details of each item. Documents in the Document Entry section are listed in accession number order. A sample of a document entry and an explanation of terms appears on page xii.

Author Index
Consult this index if you know the name of the author of the document you are seeking.

Example
Field L—TD 1, 9
The accession number directs you to the items 1 and 9 in the Document Entry section.

Subject Index
If you know the subject matter of the project for which you are searching or if you wish to learn which items are available on a subject in which you are interested, look under the name of the subject in the Subject Index. Subjects in this index are arranged in alphabetical order. Each entry consists of the accession number of a document.

Example
Trade and Industrial Education
TD 1 TD 80
TD 7

The accession numbers of 1, 7 and 80 enable you to turn to the relevant entry in the Document Entry section, where the items are listed in accession number order.

SAMPLE OF A DOCUMENT ENTRY

TD 1
State Clearinghouse: NSW 1-1

Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 80p.

Access: Hard Copy

Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

EXPLANATION OF TERMS

TD—stands for "TAFE document."

Accession Number—An identifying number is sequentially assigned to documents as they are processed by the National TAFE Clearinghouse.

Source for obtaining document—These letters specify the particular State or Territory Clearinghouse (in this instance, NSW stands for New South Wales).

State Clearinghouse Accession Number

Author(s)

Title

Publisher, date of publication and pagination.

Access—This specifies the type of copy available:
"M-fiche" means microfiche,
"Hard Copy" means paper copy, and
"Interlib" means Inter-library loan.

Price—The information listed is either:
"Actual Price",
"Available on Request",
or "Free".

Descriptors—These are subject terms which characterize substantive content. They are assigned from the *Thesaurus of ERIC Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the ERIC Thesaurus. Identifiers are assigned by State and National TAFE Clearinghouses and by AEI. The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarizes the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

BROAD SUBJECT CATEGORY INDEX

Each document entry is uniquely classified under one broad subject category. Document entries are also classified using a subject index (see page 49). This enables users to narrow down their search to a more limited range of documents.

- **Curriculum**

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- **Educational History**

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- **Educational Philosophy, Policy and Development**

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- **Educational Planning and Administration**

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DOCUMENT ENTRIES

TD 1
State Clearinghouse: NSW 1·1

Field L

Panel Beating and Vehicle Painting Trades Courses: report of the Review Committee. New South Wales, Sydney: Dept of Technical and Further Education 1979, 80p.

Access: Hard Copy

Price: Free

Descriptors: Auto Mechanics (Occupation); Curriculum Development; Educational Needs; Occupational Surveys; Trade and Industrial Education; Vocational Education; Postsecondary Education

Identifiers: College Industry Relationship; Panelbeating; Vehicle Painting

Abstract: This report summarizes the findings of a review of the Panelbeating Trade Course and the Vehicle Painting Trade Course. The data which form the basis for this study were obtained by analyzing completed questionnaires from 285 firms and organizations, 439 apprentices and 83 teachers. In addition, 14 firms were visited. The report, in examining the industry, focuses on the overlap between the work of panelbeaters and vehicle painters, the training needs of metropolitan and country areas, and liaison between the colleges and the industry. The report then discusses changes which were suggested for the two courses, and the need for short courses and elective subjects. Finally the report lists the recommendations of the Review Committee.

TD 2
State Clearinghouse: SA 1·1

Computer Usage Task Force
Computers in further education: policy paper no.1. South Australia, Adelaide: Dept of Further Education, 1977, 55p.

Access: Mfiche

Price: Free

Descriptors: Adult Education; Computer Assisted Instruction; Computers; Educational Policy; Needs Assessment; Technical Education

Abstract: This paper constitutes the report of the Computer Usage Task Force established at the request of the Public Service Board to describe the Department of Further Education's computing requirements and plans to the mid-eighties (see Appendix A: Memorandum to Permanent Heads No. 72). The Task Force has been conscious also of a general need for an assessment of principles and practice as a basis for definition of Departmental policy on computer usage. While the immediate goal of this investigation has been to define computing requirements within the Public Service arm of this Department, the educational implications of computerisation have also been considered. The extent to which the educational and administrative uses of computers should integrate (if at all) has in fact been a central concern of the enquiry.

TD 3
State Clearinghouse: NSW 1·2

Salasoo T-A
Reports on investigations and development of Dental Technicians Certificate Course. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 152p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Dental Technicians; Health Occupations; Occupational Surveys; Paramedical Occupations; Postsecondary Education; Vocational Education

Abstract: This report describes the methodology used for developing a new course for training dental technicians. A preliminary industrial investigation preceded a comparative review of current dental technicians' courses and a survey of relevant literature. A detailed work study was then conducted of the fabrication and repair of dental prostheses, and orthodontic and faciomaxillary appliances. The objectives and content of the ethics, business principles, and communication strands, as well as of the main techniques subject, Dental Laboratory Practice, were directly drawn from the work study. The finished articles were used as a basis for dividing Dental Laboratory Practice into units, each of which were designed to be taught to

mastery. Background knowledge areas necessary to complete each job step were determined and then used to design provisional applied science subjects. The necessary prior knowledge in basic sciences was extracted from this information. Course structure and detailed subject syllabuses are provided for the resulting Dental Technicians' Certificate course.

TD 4
State Clearinghouse: SA 1·2

South Australia. Dept of Further Education
Certificate in geology. Adelaide: 1978, 125p.

Access: Mfiche

Price: Free

Descriptors: Accreditation; Curriculum Development; Educational Certificates; Geology; Postsecondary Education

Abstract: This document is a submission to the Tertiary Education Council for the approval and accreditation of the certificate in geology. It proposes the award of a certificate in geology at the Technician level for a four year part time course involving a programme of lectures, laboratory practicals and a field project. The course will be offered jointly by the South Australian Institute of Technology and the Department of Further Education. Part 1 of the curriculum document deals with such curriculum development processes as background to course development, employment opportunities, course development procedures and educational curriculum resources required. It also contains the syllabus document. Part II, the proposal for accreditation, includes reference to Departmental policy, justification for support resources and identifies suitable college facilities.

TD 5
State Clearinghouse: NSW 1·3

Hill C
Special youth programs in TAFE. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 11p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Unemployment; Vocational Education; Youth Employment; Youth Programs

Identifiers: Pre-employment Courses; Education Program for Unemployed Youth

Abstract: This report describes three types of programs operated by the N.S.W. Department of Technical and Further Education during 1977. The programs aimed to supplement apprenticeship intakes and assist young people who were unable to obtain employment. The programs described are the Education Program for Unemployed Youth (EPUY), pre-employment trade courses and a pre-employment general skills pilot course.

TD 6
State Clearinghouse: SA 1·3

Le Duff G
Student staff perceptions of a good teacher. Adelaide: Kensington Park Community College, 1977, 16p.

Access: Mfiche

Price: Free

Descriptors: Student Teacher Relationship; Teacher Role; Trade and Industrial Education; Adult Education; Student Evaluation of Teacher Performance; Adult Educators

Abstract: This study was stimulated by the advent of Adult Matriculation Schools in South Australia. Much discussion occurred among students and staff concerning the lecturers' role in this environment. The study has sought the students' perceptions of a good 'teacher' in an adult learning environment. Responses were sought from a random sample of 35 students and all twelve teachers. Modifications were made to questionnaires previously developed by Musgrove and Taylor. These were then administered to the sample groups. The following conclusions were drawn from the study: 1. Adult Matriculation students believe a good teacher is one who they can communicate with, enjoys teaching, is well prepared and prepares them adequately for the examinations. 2. There is a role conflict (as defined in the Introduction) between Adult Matriculation students and lecturers over the most important roles of the lecturer.

TD 7
State Clearinghouse: NSW 1·4

Hill C
Library practice review report. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 117p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Library Education; Library Technicians; Occupational Surveys; Vocational Education

Abstract: This report describes a review of the Library Practice Certificate Course conducted by the N.S.W. Department of Technical and Further Education. The aims of the review were to identify the knowledge and skills needed to perform the job of library technician, and the sufficiency of demand for persons with this training. The currently offered course as well as other Australian and overseas library technician training programs were surveyed. Information was obtained through questionnaire surveys of students, certificate holders, employees and employers, and through employer interviews. The report recommendations include reference to admission requirements and length, content, title and structure of the course.

TD 8
State Clearinghouse: SA 1·4

Parkinson K J; Hill J A
Post school community education and community colleges. South Australia, Adelaide: Dept of Further Education, 1978, 117p.

Access: Mfiche

Price: Free

Descriptors: College Role; Community Colleges; Community Education; Postsecondary Education

Abstract: This paper examines the nature of community education in some other English speaking countries, the place of community colleges in the provision of postsecondary education in Australia and the general view of many authorities on this topic throughout Australia. A profile of an Australian community college is developed.

TD 9
State Clearinghouse: NSW 1·5

Field L; Piper L
Training programs for commercial fishermen in NSW. Parts 1,11. New South Wales, Sydney: Dept of Technical and Further Education, 1977, 29p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Needs Assessment; Occupational Surveys; Vocational Education

Identifiers: Commercial Fishermen

Abstract: This report presents a detailed study of the need and demand for training programs for commercial fishermen. Part 1 presents an overview of the N.S.W. (and Australian) fishing industry and covers factors which will affect professional fishing. It also discusses existing training schemes for fishermen in each state. Part 11 gives a subjective assessment of the training needs of fishermen, based on meetings with fishermen and representatives of eight cooperatives. Authors' recommendations are also stated.

TD 10
State Clearinghouse: SA 1·5

Fox A P; Kuhl D H; Schilling R G
Options for the training of toolmakers in South Australia: A survey of industry opinion. South Australia, Adelaide: Dept of Further Education , 1979, 57p. ISBN 0 7243 9129 0

Access: Mfiche

Price: Free

Descriptors: Educational Needs; Industrial Training; Tool and Die Makers; Trade and Industrial Education

Abstract: The purpose of this investigation was to identify the training needs of the toolmaking industry in South Australia and to recommend accordingly. The study included an analysis of the type of training preferred for toolmakers and an estimate of the number of persons requiring basic training over the next three years. The findings show that:— there is a strong preference for training in toolmaking to be given end-on to a basic grounding in fitting and machining. This preference is strongest for medium and large firms; consensus was not achieved on any one preferred system of training except that a majority favour training subsequent to stage 3 of the fitting and machining college course; it was not entirely clear at which level the toolmaking course should be pitched.

TD 11
State Clearinghouse: SA 1·6

Ward B J; Hetzel S F; Brown P J; Johnson A J; Cutts H M
Noarlunga Community College, an educational brief. South Australia, Adelaide: Dept of Further Education, 1978, 182p.

Access: Mfiche

Price: Free

Descriptors: Community Colleges; Educational Needs; Educational Planning

Abstract: This educational brief has been developed to assist in the planning of a new major community college in the Noarlunga basin, on the southern fringe of the Adelaide Metropolitan Area. The brief was developed from three sources of information: 1. the present participation rates in further education in the metropolitan area and the likely population of the Noarlunga basin. 2. the view of selected responsible people in the Noarlunga basin (The Community Needs Survey, Appendix 5). 3. estimates of the likely demand in the Noarlunga basin for courses new to further education in South Australia. Conclusions and recommendations have been made from the main body of the text.

TD 12
State Clearinghouse: SA 1·7

Davies A C; Kinnear D H; O'Neil M G
The Unemployed Youth Programme: an evaluation. South Australia, Adelaide: Dept of Further Education, 1978, 250p.
ISBN 0 7243 9127 4

Access: Mfiche

Price: Free

Descriptors: Program Evaluation; Trade and Industrial Education; Unemployed; Vocational Education; Youth Employment; Youth Programs

Abstract: In response to rising youth unemployment the South Australian Department of Further Education established the Unemployed Youth Programme to equip the young with vocational and life skills. An evaluation was undertaken to assess the effectiveness of the programme in training the young unemployed with work and social skills while at the same time providing social, psychological and moral support to the young unemployed. To gather the data, six questionnaires were produced, one for each separate client group. These groups were: participants, principals of colleges of further education, project officers in each region, instructors of programmes, parents of the young unemployed and, employers and their representatives. Analysis of the data indicated the programmes were successful in equipping youth with work related skills demanded by the community. The programmes were instrumental in breaking the general cycle of lassitude experienced by the vast majority of unemployed people. Thirty four per cent of participants surveyed had successfully gained employment while still completing their training programme. Programmes were effective in maintaining and improving the skills previously acquired by participants. Recommendations have been made and, as well, areas for further research suggested.

TD 13
State Clearinghouse: SA 1·8

Fox A P; Kuhl D H; Schilling R G
Derivation of performance statements for the Automotive Mechanics Basic Trade Course. South Australia, Adelaide: Dept of Further Education , 1979, 84p.
ISBN 0 7243 9129 0

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Training; Auto Mechanics (Occupation); Task Performance

Abstract: The purpose of this project was to derive performance statements for students pursuing the basic trade study course of automotive mechanics. A task inventory was compiled and from this a scalar diagram constructed which had the purpose of displaying like items together and highlighting unlike items. From this network the performance statements were developed. The performance statements are written in terms of student terminal behaviour for practising lecturers to use in preparing their classroom materials. The performance statements state the standards and conditions under which the students must be able to perform in a test situation.

TD 14
State Clearinghouse: SA 1·9

South Australia. Dept of Further Education
Metal Fabrication Basic Trade Course: syllabus document. Adelaide: 1978, 82p.

Access: Mfiche

Price: Free

Descriptors: Metal Working Occupations; Trade and Industrial Education; Curriculum Design; Curriculum Development

Abstract: This syllabus document was developed by an intercollege and industry curriculum group. It contains information pertinent to the accreditation process in particular. The document contains a comprehensive listing of goals and course aims, a recommended course framework, a student progression chart, subject area aims, and core and elective subject syllabi.

TD 15
State Clearinghouse: SA 1·10

Schilling R G
An occupational survey and its implications for training: A study of the Automotive Paint Refinishing Industry. South Australia, Adelaide: Dept of Further Education, 1978, 194p.
ISBN 0 7243 2880 7

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Education; Auto Mechanics (Occupation); Occupational Surveys

Abstract: It is generally recognised that vocational education should be relevant to and integrated with the skill requirements of commerce and industry. The survey examined the types of tasks performed by tradesmen and apprentices, their training needs, trends and developments taking place within the industry and other allied issues. Four groups within the industry were surveyed, these being paint refinishing tradesmen, employers, manufacturers and the consumer organisation. Analysis of data indicated a remarkable degree of consistency in the type of work performed by paint refinishers regardless of region or size of firm. Apprentices were found to be involved in the majority of refinishing operations in their first year. Colour matching was identified as the major aspect requiring skill development in the trade. Conclusions and recommendations have been made relating to the job profile, associated training matters and broader educational issues. The study has also highlighted the need for research to be undertaken in several allied areas.

TD 16
State Clearinghouse: SA 1·11

Kemp R W
The training and education of metal fabrication craftsmen in the United Kingdom. South Australia, Adelaide: Dept of Further Education, 1978, 106p.

Access: Mfiche

Price: Free

Descriptors: Training and Industrial Education; Metal Working Occupations; Study Abroad

Abstract: The author reports on an overseas study tour of industrial training and the technical education of metal fabrication foundry and nondestructive testing personnel in the United Kingdom. Outstanding features of training and education observed during visits to engineering companies, engineering and foundry industry training establishments and technical colleges are included together with details of a series of courses on nondestructive testing conducted by the Welding Institute of Abington. Recommendations relating to the education and training of metal fabrication and nondestructive testing personnel are made.

TD 17
State Clearinghouse: SA 1·12

Brougham A J
Student attrition: an investigation into reasons why students withdraw from further education classes. South Australia, Adelaide: Dept of Further Education, 1978, 182p.
ISBN 0 7243 9125 8

Access: Mfiche

Price: Free

Descriptors: Investigations; Attrition (Research Studies); Research Design; Technical Education; Adult Education

Abstract: Two documents were produced for this study, a full report and an abridged version. The aim of the investigation was to determine the main reasons why students leave classes, and hence to make recommendations on how attrition rates might be lowered. The study was developed to provide information relevant to TAFE in general, and to produce a practical method of research for teaching staff to use in their own colleges. The study revealed that most students withdrew from classes because of factors associated with their work.

They had changed their occupation, were affected by changes in shift work, but, most importantly, had found it difficult to cope both with the demands of their daily work and their course of study. Six recommendations were submitted.

TD 18
State Clearinghouse: SA 1·13

Tiernan P J; Kuhl D H
An investigation into the initial problems of new lecturers. South Australia, Adelaide: Dept of Further Education, 1978, 89p.
ISBN 0 7243 9126 6

Access: Mfiche

Price: Free

Descriptors: Investigations; Employment Programs; Teachers; College Teachers; Technical Education; Adult Education

Abstract: The purpose of this investigation was to identify the major problems associated with the pre-employment and early employment stages of new fulltime lecturing staff in the Department of Further Education. The recommendations stemming from the investigation findings deal with the following main areas: (1) initial teaching matters (2) educational issues (3) administrative factors.

TD 19
State Clearinghouse: SA 1·14

Kuhl D H
Evaluation methodology for Unemployed Youth Programme Courses. South Australia, Adelaide: Dept of Further Education, 1978, 34p.
ISBN 0 7243 9128 2

Access: Mfiche

Price: Free

Descriptors: Youth Programs; Youth Employment; Evaluation Methods; Evaluation Techniques

Abstract: The Department of Further Education established the Unemployed Youth Programme (U.Y.P.) in August 1976. After one year of operation it was considered highly desirable to make an assessment of the effectiveness of the programme. The investigation that was carried out is reported in a separate study (authors: Davies A C Kinnear D H and O'Neil M G - TD 12 SA 1.7) The conference paper discusses the major methodological questions arising during the investigation; methods of handling specific points of concern for each client group; sampling procedures; collection and collation of data; interpretation and recommended decisions; collegiate responsibility in making recommended decisions; validation vis a vis effectiveness; process, educational programmes and constraints as major issues; credibility; level of use of technical language.

TD 20
State Clearinghouse: SA 1·15

Kuhl D H
Curriculum research and evaluation: Conference papers on curriculum evaluation and an occupational survey approach. South Australia, Adelaide: Dept of Further Education, 1978, 56p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Research; Curriculum Evaluation; Occupational Surveys; Conference Reports

Abstract: These two papers consider curriculum research from the philosophical and methodological points of view. The first conference paper deals with: the distinctions between 'curriculum' and 'course of study'; the nature and purpose of curriculum evaluation; educational programme, process and thematic factors used to structure evaluations; the importance of occupations/industry surveys as a validation tool; the role of the evaluator. The second paper outlines a survey of the motor painting and lining trade. The purpose of and the methodology for the survey are discussed. The survey findings have already been used to develop a syllabus and course objectives.

TD 21
State Clearinghouse: SA 1·16

Holmes D R
Edited interviews related to external studies. South Australia, Adelaide: Dept of Further Education, 1977, 57p.

Access: Mfiche

Price: Free

Descriptors: Extension Education; Educational Trends; Field Interviews; Interviews

Identifiers: Distance Education

Abstract: For two weeks late in 1976, the author conducted a series of interviews relating to trends and issues in external studies. Some 21 people who are specialists in their fields were interviewed in four eastern states in Australia. This report contains their ideas and opinions

and captures something of the enthusiasm and 'spirit' of the educationalists themselves.

TD 22
State Clearinghouse: SA 1·17

McVeagh H E
The development of open learning for adults. South Australia, Adelaide: Dept of Further Education, 1978, 25p.

Access: Mfiche

Price: Free

Series: (Distance Education Series No. 6)

Descriptors: Extension Education; Adult Education; Educational Opportunities; Educational Development

Identifiers: Distance Education

Abstract: The purpose of this paper is to show the ways in which we are developing more open opportunities for adults to continue or resume their education. The opening up of opportunities for adults to learn by 'distance' method is a most significant development. It is pointed out that open is not an absolute term but can develop to continue the 'openness' of the teaching methods.

TD 23
State Clearinghouse: SA 1·18

Keegan D J
TAFE distance education in South Australia. South Australia, Adelaide: Dept of Further Education, 1977, 37p.

Access: Mfiche

Price: Free

Series: (Distance Education Series No.5)

Descriptors: Extension Education; Adult Education; Educational Opportunities; Educational Development; Technical Education

Identifiers: Distance Education

Abstract: This report presents an address given on 'Distance Education'. In doing so, it highlights some of the strengths and weaknesses of Distance Education at Technical and Further Education level in South Australia.

TD 24
State Clearinghouse: SA 1·19

South Australia. Dept of Further Education

Report of the Commitee of Enquiry into Post Secondary Education in South Australia. Implications for further education. Adelaide: 1978, 67p.

Access: Mfiche

Price: Free

Descriptors: Conference Reports; Adult Education; Postsecondary Education; Trade and Industrial Education; Educational Policy; Technical Education.

Abstract: Seven papers are contained in this report of the proceedings of a Department of Further Education Staff Conference. Each paper responds to one particular aspect of the Report of the Committee of Enquiry into Post Secondary Education in South Australia (the Anderson Report). The matters considered are:—Coordination of post secondary education; The implications of Further Education of the recommendations on funding; Implications of multi level institutions; Industrial implications of the recommendations; Approval of courses; Accreditation of courses; Closing comments.

TD 25
State Clearinghouse: SA 1·20

Holmes D R
A survey of literature and organisations in the field of external studies. South Australia, Adelaide: Dept of Further Education, 1977, 140p.

Access: Mfiche

Price: Free

Descriptors: Extension Education; Adult Education; Surveys; Educational Resources

Identifiers: Distance Education

Abstract: The aim of this report is to provide a broad survey of issues and trends in external studies as indicated in current literature and organisations. The development of high quality learning materials is increasingly allowing new study options for people and overcoming personal and institutional barriers to learning. There is a growing professionalism both in the area of course design, with teams of experts cooperating in the production of material, and in the attitudes of teachers concerned. Counselling services, inservice education and contact with internal staff are all gaining in significance. Media developments have led to new programmes and approaches which should become greater as costs are lowered and technological advances

made. This report outlines some of these trends and particularly indicates the need for institutional adaptation to facilitate increased access, and a reduction in unnecessary division between modes of learning.

TD 26
State Clearinghouse: SA 1·21

Holmes D R
The needs of school leavers for whom post secondary education courses are not currently provided. South Australia, Adelaide: Dept of Further Education, 1977, 44p.

Access: Mfiche

Price: Free

Descriptors: Research Projects; Post-secondary Education; Educational Needs; Students; Bibliographies

Identifiers: School Leavers

Abstract: This document seeks to identify fruitful areas of research for those school leavers for whom post secondary education courses are not currently provided. A literature review has indicated that: many school leavers, particularly younger ones, have little idea of vocational choices available; job opportunities are especially restricted in administrative and clerical areas where demand for employment by early school leavers is high; job satisfaction is comparatively high for school leavers entering trade occupations: employers are increasingly disillusioned with secondary education; there are notable discrepancies between school leaver aspirations and actual attainment. Three issues should be researched: 1. How adequate are school counselling programmes in relation to job awareness? 2. How appropriate is the secondary curriculum in preparing students for employment? 3. How appropriate are post secondary vocational offerings in the light of the perceived needs of students and employers?

TD 27
State Clearinghouse: SA 1·22

Atkins D J
Automobile emissions in the U.S.A. South Australia, Adelaide: Dept of Further Education, Nov 77, 94p

Access: Mfiche

Price: Free

Descriptors: Pollution; Motor Vehicles; Air Pollution Control

Identifiers: Vehicle Emission Control

Abstract: This report of an overseas study tour contains a general summary of the history, current trends, problems and possible future developments in the automotive emissions field. Developments in the U.S.A. are compared with those in Australia.

TD 28
State Clearinghouse: SA 1·23

Barnett K; Swain R; Abrahams B; Sheldrake P
Alternating Work and Education: Use of Leave Schemes for Educational Purposes. South Australia, Adelaide: Dept. of Further Education, 1979, 569p.

Access: Mfiche

Price: Free

Descriptors: Educational Opportunities; Adult Education; Community Education; Community Programs

Identifiers: Educational Leave; Paid Educational Leave

Abstract: Two volumes were produced for this study of the implications of the use of leave provisions for educational purposes. Volume I outlines the approach of the study which includes an analysis of the provisions for educational leave in Europe and in Australia with particular emphasis on the demands for such provisions, the needs of special groups and the economic aspects of educational leave schemes. The conclusions reached are: approximately $600 000 000 is spent annually in Australia on some form of paid educational leave (PEL) for some 1 100 000 adults, this expenditure is largely unplanned and uncoordinated, the participation patterns in PEL suggest inequalities in provisions, the concept of Paid Educational Leave detailed in the ILO convention is unlikely to be realised in Australia and few provisions for PEL exist for those community groups who have the greatest needs for recurrent education. Certain data and trends are presented that emphasise the important role that recurrent education and PEL could have in ameliorating social, economic, and technological problems in Australia over the next two decades. Various changes in provisions and new programmes are also suggested. Volume II contains the nine case studies and background papers which were commissioned to detail existing and proposed leave schemes. (This project was funded by the Educational Research and Development Committee (ERDC).)

TD 29
State Clearinghouse: NSW 1·7

Neilson R
Review of the Building Foreman and Clerk of Works Course. New South Wales, Dept of Technical and Further Education, 1978, 59p.

Access: Hard Copy

Price: Free

Descriptors: Building Trades; Curriculum Development; Occupational Surveys; Trade and Industrial Education

Identifiers: Building Foreman; Clerk of Works

Abstract: The review aimed to ascertain whether it was still feasible to conduct a generalists post-trade level course in building to train graduates for a variety of positions. It was also designed to determine those changes that have occurred in the building industry in N.S.W. over the past five years and which would affect duties and skill requirements of middle level supervisory personnel. The review included an analysis of Departmental records, questionnaire surveys of graduates, students and teachers, and visits to a range of building industry organisations. Changes are recommended to the course aims and content.

TD 30
State Clearinghouse: NSW 1·8

Neilson R
Furniture industry survey. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 89p.

Access: Hard Copy

Price: Free

Descriptors: Furniture Industry; Curriculum Development; Cabinetmaking; Woodworking; Occupational Surveys; Trade and Industrial Education

Abstract: This survey was aimed at determining the extent to which the traditional skills of tradesmen in the furniture industry are still practiced in N.S.W. It also examines recent changes to the skills of tradesmen brought about by variations in constructional materials, manufacturing processes, furniture design and fashion. The investigation included a study of Departmental records, questionnaires to Stage 111 students and selected furniture industry managers and visits to 20 organisations. Recommendations are made relating to education and training for the specific trades of woodworking, machining, cabinet making, french polishing and upholstering.

TD 31
State Clearinghouse: NSW 1·9

Field L
Electrical Engineering/Electronics and Communications Certificates - Report of Review Committee. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 31p.

Access: Hard Copy

Price: Free

Descriptors: Electronic Technicians; Electrical Occupations; Occupational Surveys; Curriculum Development; Vocational Education; Paraprofessional Personnel

Abstract: This report summarizes the findings of a review of the Electrical Engineering Certificate and the Electronics and Communications Certificate. The data which form the basis for this study were gathered from a variety of sources. These include completed questionnaires from 574 certificate holders, 841 students and 37 parttime teachers and feedback arising from visits to 30 organizations. The report analyzes the work technicians do, the skills and knowledge they require, discusses the present course, and summarizes the major changes which were suggested. The report also considers preferred entry qualifications, the need for short courses, teachers and teaching, exemptions, full-time students, laboratory work, and assessment. Finally, the report lists the 39 recommendations of the Review Committee.

TD 32
State Clearinghouse: NSW 1·10

Holmes L G
Design and development of variable speed DC and AC motor drive modules: Project report. New South Wales, Sydney: Dept of Technical and Further Education, 1979, 20p.

Access: Interlib

Descriptors: Electronics; Electronic Equipment; Laboratory Equipment; Vocational Education

Identifiers: A C Motor Drive Modules; Electronic Power Control

Abstract: This report recommends the development of a variable speed A.C. motor drive for use in the subject 'Electronic Power Control' as commercial units are not readily or economically adapted for free access by students. The approach used in this study was to adapt a commercial design to produce a drive having all the technical complexity of a large scale system but with discrete units allowing ready examination and testing. The report describes the drive operation, and includes diagrams, photographs and the component schedule.

TD 33
State Clearinghouse: NSW 1·11

Ackroyd K
Research and development of laboratory work: Communications Techniques 2814N: Project report. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 8p.

Access: Interlib

Descriptors: Electronics; Communication Skills; Laboratory Experiments; Vocational Education

Abstract: The aim of this project was to develop suitable laboratory work for students for a new subject, Communication Techniques. The report outlines the objectives of the project, the method used (which involved splitting each experiment into a number of discrete tasks) and a report of progress to 1978. The appendix gives a complete set of student instruction sheets.

TD 34
State Clearinghouse: NSW 1·12

Fildes R D
Case study/resource collection for the Economics/Statistics Subjects of the Division of Social Sciences: Project report. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 10p.

Access: Interlib

Descriptors: Films; Audiovisual Aids; Economic Education; Statistics; Vocational Education

Abstract: This project was undertaken because teachers in the Economics/Statistics Branch of the Division of Social Sciences found it difficult to locate suitable films pertinent to the subjects being taught. The objective of the search was to produce a list and set of catalogues (if available) concerning films on economics and statistics. The report outlines the issues investigated, the method of collecting information and gives a list of organisations which have films available, those that do not and sources of case study material.

TD 35
State Clearinghouse: NSW 1·13

Burke S; West T
A Study of fields of employment of further studies of 1977 day Matric. Students at Bankstown. New South Wales, Sydney: Dept of Technical and Further Education, Nov 78, 10p.

Access: Interlib

Descriptors: Student Characteristics; College Students; Employment; Day Students; Vocational Education

Identifiers: Matriculation Students; Bankstown Technical College

Abstract: The study traced the destinations of 67 of the 88 term 3 enrolees in a fulltime 1977 matriculation program. The report includes the following details of the students' educational and occupational status; All were either employed or undertaking a course of further study; Very few could be said to be under employed in terms of their H.S.C. aggregate; Only one third were working and/or studying in a field the same or similar to their stated aims at the start of their Day Matriculation course; 52% were engaged in full time study, and 48% had entered the workforce.

TD 36
State Clearinghouse: NSW 1·14

Nairne E
Commercial Floristry - review report. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 93p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Vocational Education; Needs Assessment

Identifiers: Floristry

Abstract: The purpose of this review was to establish current training needs and a work profile for junior commercial florists, to establish new trends in the floristry industry and to assess the current commercial floristry course's effectiveness to meet these needs and trends. A statewide survey was undertaken of country and metropolitan florists, flower

growers and agents, suppliers, teachers and students. The results showed a significant need and demand for formal training in basic skills for commercial florists. Futhermore the commercial floristry industry has neither precise work categories nor an award or apprenticeship for florists in N.S.W. It was concluded that the current course should be revised to include more contact with growers, markets and suppliers.

TD 37
State Clearinghouse: NSW 1·17

New South Wales. Dept of Technical and Further Education
Submission to the Committee of Inquiry into Technological Change in Australia. Sydney: 1979, 6p.

Access: Interlib

Descriptors: Technological Advancement; Vocational Education

Abstract: This submission briefly outlines the size and scope of the N.S.W. Department of TAFE and its involvement in recurrent education and training. The Department's policy and its methods of keeping courses up-to-date and monitoring change are described. The submission makes several suggestions for Government action in relation to employers and employees, manpower forecasts and consultation with vocational educational institutions.

TD 38
State Clearinghouse: NSW 1·16

Swan M
A Film/videotape approach to family and society. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 219p.

Access: Interlib

Descriptors: Audiovisual Aids; Films; Filmographies; Instructional Aids; Child Care Occupations; Family Programs

Abstract: This teaching resource is a handbook/catalogue relevant to the subject area of Family and Society in the Child Care Certificate Course. The resource is designed to assist teachers attain curriculum objectives and to stimulate teachers to explore the use of appropriate resource materials. The handbook consists of two parts. The first contains outlines of films, videotapes and lesson notes. It is divided into ten categories with each category carrying a list of specific subject areas. Each area includes a film or videotape illustrating that subject, a review of the film, issues arising for discussion, points to assist the teacher in planning and extending her curriculum, and assignments. The second part of the handbook contains two indices of the film outlines, videotapes and lesson notes.

TD 39
State Clearinghouse: NSW 1·15

Keogh R
Training students in interpersonal relations where only a brief interaction between practitioner and client. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 26p.

Access: Interlib

Descriptors: Audiovisual Aids; Interpersonal Relationship; Films; Radiologic Technologists

Abstract: This project involved the development of a learning program in human behaviour. It is intended to supply students with the skills needed in the interpersonal relationships which occur in interaction between paramedics (radiographers in this case) and their client patients. In the present state of knowledge these kinds of effective skills are best learned by experiential techniques. Thus a portion of student time was allocated for communication workshops and field observations in hospitals. The nature of these workshops and observations was influenced by the fact that patient and paramedic have only a brief time in which to establish a relationship.

TD 40
State Clearinghouse: NSW 1·18

West T; Field A
Some characteristics of one day matriculation students at Bankstown Technical. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 5p.

Access: Interlib

Descriptors: Student Characteristics; Vocational Education; College Students; Day Students; Counselling Programs

Identifiers: Matriculation Students; Bankstown Technical College

Abstract: A survey of the characteristics of full time matriculation students was carried out as a basis for counselling programs for the year. Results for the 121 students are given in terms of age, sex, marital status, perceived influences on

educational decisions, vocational aspirations, prior education, and country of birth.

TD 41
State Clearinghouse: NSW 1·19

Sweet R
A study of employment outcomes from the Travel Operators Special Course. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 5p.

Access: Hard Copy

Price: Free

Descriptors: Vocational Education; Employment Potential; Student Employment

Identifiers: Travel Operators Special Course

Abstract: The employment outcomes of 31 students completing the Travel Operators Special Course in 1978 were studied. The study found that those unable to supplement the course with relevant work experience had great difficulty in using completion of the course as a qualification for gaining employment in the travel industry. However those who could gain related employment during or before entering the course found that they could improve their employment prospects on completing the course. Students' comments on the quality of the course are given.

TD 42
State Clearinghouse: NSW 1·20

Sweet R
Some relationships between TAFE enrolments and economic and social trends in the 1970's. New South Wales, Sydney: Dept of Technical and Further Education 1979, 43p.

Access: Hard Copy

Price: Free

Descriptors: Enrolment Trends; Technical Education; Social Change; Short Courses; Vocational Education; Adult Education; Unemployment; Labour Market; Technology

Abstract: The study examined the relationship between TAFE enrolments in the 1970's and factors such as the decline of manufacturing industry, structural change in employment patterns, unemployment, technological change and skill fragmentation. The following results demonstrate the sensitivity of TAFE as a system to both long and short term labour market fluctuations and to other social indicators. (1) There has been a relative decline of TAFE's manufacturing industry base in favour of other bases more closely tied to the services sector and to the community. (2) Throughout the 70s greatest growth has occurred in short courses designed to impart narrow segments of skills and to update existing skills. (3) Growth has been lower in courses designed to give broad based long term training for initial labour market entrants.

TD 43
State Clearinghouse: NSW 1·21

Sweet R
The relationship between educational levels and access to apprenticeships in N.S.W. over a five year period. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 13p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Academic Achievement; Trade and Industrial Education; Standards

Abstract: Published Statistics for the period 1972/73 - 1976/77 were examined to reveal the extent to which rising school retention rates and competition for jobs has led employers to increase the educational requirements for apprenticeships. The statistical analysis shows that: apprenticeship opportunities for early school leavers declined sharply over the period; opportunities for those with a Year 10 standard of education rose slightly; there was a marked rise in recruitment of those of year 11 standard or higher. These changes were not a simple reflection of changes in school retention rates. Changes in the educational requirements for access to apprenticeships are shown to vary markedly from trade to trade.

TD 44
State Clearinghouse: NSW 1·22

Sweet R
The H.S.C.E. performance of Diploma Entrance students: a reappraisal. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 13p.
ISBN 0 7240 3502 8

Access: Hard Copy

Price: Free

Descriptors: Tests; Evening Students; Part Time Students; Academic Achievement

Identifiers: Matriculation Students

Abstract: Previous studies appear to suggest that evening matriculation students perform poorly in the H.S.C. The study compared the day and evening students' performance in the 1977 H.S.C.E. The results showed that:— most evening students did not sit for 10 or more units, whereas most day students did; those evening students who sat for 10 or more units did as well in the H.S.C.E. as the State wide H.S.C.E. candidature as a whole; day students obtained a somewhat higher proportion of very high aggregate marks than did evening students.

TD 45
State Clearinghouse: NSW 1·23

Sweet R
An analyis of pass rates in selected Certificate courses. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 19p.

Access: Hard Copy

Price: Free

Descriptors: Tests; Dropouts; Correspondence Study; Student Assessment; Vocational Education

Identifiers: Certificate Courses

Abstract: The study presented and analysed the pass rates and dropout rates in 21 major Certificate courses for 1975 and 1976. The following results were obtained: (1) Pass rates (% passing out of those sitting) were generally high (80%) and stable over course and stage. (2) Dropout rates demonstrated much greater variation over course. (3) Dropout rates were high in Stage 1 of courses and declined over for the course stages. (4) Dropout rates were significantly higher for correspondence students than for face to face students.

TD 46
State Clearinghouse: NSW 1·24

Sweet R
An analysis of the Higher School Certificate performance of Sydney Technical College students. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 7p.

Access: Hard Copy

Price: Free

Descriptors: Tests; Dropouts; College Students; Academic Achievement

Identifiers: Matriculation Students; Sydney Technical College

Abstract: The study analyses the performance of roughly 65% of all Sydney Technical College students who nominated for the H.S.C. and sat for 10 or more units. Another estimated 10% failed to sit after nomination. (Those nominating for less than 10 units were more likely to drop out than those nominating for 10 or more units). It was found that the performance of those who sat did not differ significantly from the total State secondary school candidature in either year. As well there was a significant positive relationship for both years between the number of units sat for and H.S.C. results.

TD 47
State Clearinghouse: NSW 1·25

Jones, N J; Fitting and Machining Trade Course Review Committee
Fitting and Machining Trade Course review report. New South Wales, Sydney: Dept of Technical and Further Education 1980, 204p. (91p. Report 113p. Appendices).

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Trade and Industrial Education; Occupational Surveys; Job Skills

Identifiers: Fitting and Machining; Job Profile

Abstract: This report describes the methodology and findings of a review of the apprenticeship course in fitting and machining in N.S.W. in 1978/79 and details a job analysis for the fitter and machinist. The review data were gathered by means of an interview survey of 34 industrial establishments and questionnaire surveys of final year apprentices, of recent exstudents, and of teachers. Findings are presented on educational issues relevant to the training of apprentice fitters and machinists including: fitting of machining tasks performed; need for areas of specialist training; training in fluid power; training in N.C. machining; wastage of tradesmen; toolsetting training; welding training; student assessment; teaching methods and resources. The report makes recommendations concerning changes to the current apprenticeship course for fitting and machining in N.S.W.

TD 48
State Clearinghouse: NSW 1·26

Burke S; West T
A follow up study of the 1978 Day Secretarial Students at Bankstown Technical College to determine their fields of employment. New South Wales, Sydney: Dept of Technical and Further Education 1979, 11p.

Access: Interlib

Descriptors: Vocational Education; Clerical Occupations; Secretaries; College Students; Employment

Abstract: In a follow up study, 119 of the 167 students who had completed at least half of a Day Secretarial course in 1978 were contacted by phone. The survey found that,—despite high youth unemployment in the area students from the course appeared to gain employment which used their acquired skills with reasonable ease; failure to complete the course or to meet course standards appeared no handicap in gaining a job; the diverse nature of the jobs obtained supported the value of a course which teaches a wide range of skills; a high percentage claimed to be happy in their job and to be employed in the type of job they wanted.

TD 49
State Clearinghouse: NSW 1·27

Smith B
Catalogue of resources for teaching economics. Sydney: New South Wales, Dept of Technical and Further Education 1979, 160p.

Access: Interlib

Descriptors: Audiovisual Aids; Catalogues; Economics

Abstract: This catalogue resulted from a TAFE project to discover available audiovisual resources applicable to the teaching of economics in TAFE Certificate Courses. Items are limited to those readily available, either by purchase or loan, from several public and private institutions. It contains sections on Sources of Materials and Borrowing Policies, 16mm Films, Video cassettes, Audio cassettes, Kits (slides, filmstrips, maps, tapes, charts). It is anticipated that the applicability of some items will be questioned depending upon the individuals' economic stance. Perhaps a majority of readers will query the inclusion of some 'dated' movie films. Universal acceptance is not sought, neither is it claimed that the listings are complete. Users are encouraged to submit for inclusion either other material or institutions with material available. Feedback is envisaged from users on the quality of items, the suggested areas of application and the efficacy of items in fulfilling teaching objectives.

TD 50
State Clearinghouse: NSW 1·28

Sweet R
Some aspects of the labour market for word processing operators. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 17p.
ISBN 0 7240 3540 5

Access: Hard Copy

Price: Free

Descriptors: Labour Market; Employment Trends; Clerical Occupations

Identifiers: Word Processing

Abstract: The labour market for word processing operators was studied using classified advertisements appearing in the Sydney Morning Herald over a 12 month period. The private sector labour market for w.p. operators in Sydney is estimated to be in excess of 500 positions on a yearly basis. Although the number of advertised positions doubled over the year, the number of positions for w.p. operators was a very small fraction of all positions for typists/stenographers. Popular estimates of the effects of w.p. on typists job prospects appear exaggerated. Advertisements for w.p. operators came from the legal, insurance, finance and business service sectors. Other large employers of typists, notably the retail industry, do not seem to be using w.p. on a large scale. In the majority of cases prior experience or training in w.p. does not appear necessary to gain a position as a w.p. operator. A typing speed of 60 w.p.m. seems necessary for employment.

TD 51
State Clearinghouse: NSW 1·29

Kelly M R
An investigation into problems of interpreting plans and developing patterns with sheetmetal students. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 10p.

Access: Interlib

Descriptors: Sheet Metal Work; Student Problems; Trade and Industrial Education; Learning Difficulties

Abstract: The purpose of this investigation was to analyse the learning difficulties of sheetmetal students with Pattern-making and Plan Identification and to identify where changes may be made in the teaching methods or materials to improve the pass rate. A series of tasks within a Piagetian orientation were devised and given to students in Stage 1 Sheetmetal. It was suggested from interview data that it was the use of a highly arbitrary and formalised symbolic code which cause difficulties. A further study was mounted to test this hypothesis. The findings of these studies and implications of these findings are discussed.

TD 52
State Clearinghouse: NSW 1·30

O'Donnell M
Module design in TAFE Courses. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 37p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Design; Learning Modules; Technical Education; Vocational Education

Abstract: A literature analysis was used to develop guidelines for the selection of module design in TAFE courses. The major problem with available research is that most studies fail to separate module design from self paced learning methods. Modules are defined as integrated, autonomous and performance oriented. There is no mutually exclusive definition which distinguishes between modules and traditional subjects. Selection of the best design for each revision or new course introduction should be based on the situational factors affecting that individual course. Inflexible policies on course design are unworkable in TAFE and contrary to its goals. Nineteen practical indicators are given to assist design selection. Most suitable for module design are courses directed to specific occupation categories, with a high practical content, generalist teachers who teach all aspects of the course, students who vary in age and educational background, and which are concerned with fields in which industrial development is rapid.

TD 53
State Clearinghouse: NSW 1·31

Thompson A
Flexibility in course design. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 36p.

Access: Interlib

Descriptors: Curriculum Design; Course Organization; Adult Education; Vocational Education; Technical Education; Education Change

Abstract: TAFE courses and students vary so widely that flexibility is an essential ingredient in course design and presentation. Departmental policy recognises this, but course designers are inclined to cling to traditional and familiar practices. This paper promotes more flexible attitudes and examines immediate and long term measures which may assist in achieving these goals and factors which prevent or inhibit change. In developing and implementing TAFE educational programmes, flexibility can exist in terms of course design, teaching methods and learning modes, attendance patterns, programme duration, assessment methods, admission requirements, geographical location of classes and the degree of institutionalisation of programmes. Non traditional approaches in use both in Australia and overseas are evaluated and inferences drawn about their relevence and applicability for the TAFE system in New South Wales. The most pressing needs are to improve communication and change conservative attitudes among those concerned with curriculum design and implementation.

TD 54
State Clearinghouse: NSW 1·32

Hermann G D
Discontinuance from Biological Science Technician Courses. Sydney: New South Wales, Dept of Technical and Further Education , 1979, 27p.

Access: Interlib

Descriptors: Dropouts; Paraprofessional Personnel; Vocational Education; Biological Sciences; Student Behaviour

Abstract: The study sought to provide information concerning the entering behaviours of Biological Science students, and of their perceptions of course and vocational objectives, teaching styles and the learning environment. These variables were then examined with respect to student withdrawal and, for those persisting, also to course performance. It was found that while both persistence and performance could be readily predicated from attainment measures administered at entry, neither student motivation nor commitment was

a factor in withdrawal. Indeed of the many other variables collected at entry and mid-course, only employment status was found to discriminate between persisting students and those withdrawing.

TD 55
State Clearinghouse: NSW 1·33

Fraser I E
Development and validation of Chemistry Attainment Test. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 15p.

Access: Interlib

Descriptors: Chemistry; Achievement Tests; Predictive Ability (Testing); Vocational Education; Student Placement

Abstract: The report discusses the development and validation of a test of chemical knowledge. In recent years it had become evident that students entering Stage 1 Chemistry subjects have a range of chemical knowledge and aptitude. A test was developed for the purpose of measuring this knowledge in order to make it possible to stream students according to their test score. The test was administered to 377 students studying Chemistry 1 in N.S.W. technical colleges. The data collected included biographical information as well as test scores. Statistical treatment produced a reliability coefficient, item analysis information, mean scores and standard deviations and regression and discriminant analysis information. Findings indicated a significant degree of prediction for the test and the importance of the variables, sex, CREW (a mathematics test) and age as other predictors of student performance. Recommendations are made about the application of the test to the streaming of students for exemption, remediation and guidance.

TD 56
State Clearinghouse: SA 1·24

South Australia. Dept of Further Education
Trade Certificate Course Fitting and Machining Syllabus. Adelaide: 1978, 36p.

Access: Mfiche

Price: Free

Descriptors: Curriculum Guides; Machinists; Trade and Industrial Education

Identifiers: Fitting and Machining

Abstract: This is a syllabus document for the Trade Certificate Course in Fitting and Machining conducted by the Department of Further Education. The course is divided into three stages and certification in the trade is dependent upon successful completion of all three stages. The course is designed around a syllabus of integrated workshop and drawing practices and theories as appropriate to the prescribed trade of Fitter and Machinist. Studies in engineering materials, applied mathematics and mechanics, job planning and costing, and safety and liberal topics are advocated.

TD 57
State Clearinghouse: SA 1·25

South Australia. Dept of Further Education
Reports produced by the Computerised Student Enrolment System. Adelaide: 1978, 45p.

Access: Mfiche

Price: Free

Descriptors: Enrolment Trends; Data Bases; Data Collection; Data Processing; Technical Education; Postsecondary Education

Abstract: This document was produced by the Computerised Student Enrolment System to establish a centralized data base of all student enrolments and results and to provide a data tape to the Tertiary Education Commission. The report contains the computer processing details for the following seven independent runs: 1. Updating of files 2. Annual Reports 3. TAFEC Reports 4. FE8 Reports 5. Statisitical Reports 6. Maintenance Reports 7. Re-establishment of files.

TD 58
State Clearinghouse: SA 1·26

South Australia. Dept of Further Education
A Proposal for a South Australian College of Open Learning. Adelaide: 1978, 34p.

Access: Mfiche

Price: Free

Descriptors: Open Education; Community Colleges; Educational Policy; Technical Education

Abstract: This report of a Department of Further Education Working Party details a proposal for a South Australian College of Open Learning. The report includes the terms of reference, the major issues and the recommendations made.

TD 59
State Clearinghouse: SA 1·27

Lambert G
Modular Training. Residential Conference for Carpentry and Joinery Staff. Adelaide: Marleston College of Further Education, 1978, 115p.

Access: Mfiche

Price: Free

Descriptors: Apprenticeships; Carpenters; Trade and Industrial Education; Learning Modules

Abstract: The document reports the outcomes of a Modular Training Conference for carpentry and joinery held on 16-18 June 1978. The conference aimed to:—enable staff to gain an appreciation of the alternative teaching strategies which may be used for apprentice training; recognise and develop an understanding of the differences in attitudes toward apprentice training and to resolve certain key issues which will determine policy; design the curriculum for three overview modules in the carpentry and joinery course. Conclusions and recommendations are detailed.

TD 60
State Clearinghouse: SA 1·28

Rayson D B
South Australian Further Education Information Network. South Australia, Dept of Further Education, 1977, 119p.

Access: Mfiche

Price: Free

Descriptors: Adult Education; Information Networks; Information Systems; Technical Education

Abstract: This report was undertaken to assess the developments arising from the Fricker Carrington Report (1976). The developments were:—the National Library's Bibdata proposals; the general reduction in computing costs; the detailed assessments of library software packages. The following terms of reference were used: (1) Undertake a study of the Department's computing needs in the area of bibliographic and library services, with particular reference to developments at federal and state levels; (2) Re-examine the proposals made in the Fricker Carrington Report in the light of these developments; (3) Evaluate various alternatives for the provision of computer systems which would meet the Department's identified needs in bibliographic and library services; (4) Consult as appropriate with departmental staff concerned with computerisation, and with individuals and groups outside the Department; (5) Consider as appropriate computing needs in related areas (e.g. educational services and research).

TD 61
State Clearinghouse: SA 1·29

Ayles C; Saunders J
Prospective school leavers in Port Augusta: their thoughts and aspirations. South Australia, Adelaide: Dept of Further Education, 1977, 25p.

Access: Mfiche

Price: Free

Descriptors: Occupational Aspiration; Occupational Choice; Career Choice; Aspiration

Abstract: An examination was undertaken of what senior secondary students in Port Augusta think of their town, their education so far, the type of job they would like, their chance of obtaining a job and the likelihood of them having to leave home to find work or pursue further education. Data was gathered from a questionnaire survey of 225 secondary school students. Concluding remarks are given.

TD 62
State Clearinghouse: SA 1·30

Todd R J; Cawthron E R
The SIMPLE system - A novel approach to teaching self instructional programmed learning using microfiche. Adelaide: Kilkenny College of Further Education, 1977, 508p.

Access: Mfiche

Price: Free

Descriptors: Auto instructional Programs; Programmed Instruction; Trade and Industrial Education; Teaching Methods; Self Pacing Machines

Identifiers: SIMPLE System; Self Instructional Microfiche Programmed Learning

Abstract: This report summarises research carried out into the use of the microfiche as a medium for self instructional programmed learning during 1974 and 1975 and describes in detail a more intensive investigation carried out during 1976. Some 200 postsecondary students and some 230 junior secondary students participated as experimental subjects in this research. The opinions of the 19 teachers and lecturers who took part

were also analysed. In addition the report contains analyses of survey data obtained from students giving their views on programmed learning presented in both booklet and microfiche form compared with didactic teaching. The report also reviews some of the educational and other theories relevant to programmed learning. The findings of this research indicate that self instructional programmed learning using microfiche is a promising complement, supplement or alternative to conventional teaching. As such it may have a wide range of applications, for both internal and external students in many levels of education.

TD 63
State Clearinghouse: SA 1·31

Brown A J
The L.R.C. as a Learning Centre. South Australia, Adelaide: Dept of Further Education, 1978, 18p.

Access: Mfiche

Price: Free

Descriptors: Educational Resources; Resource Centres; Instructional Materials Centres; Community Colleges; Adult Education

Abstract: This paper was presented at the U.C.L.S. Seminar on TAFE Libraries held at the University of Newcastle, N.S.W., and has subsequently been published in UNICORN, V. 5, no. 3, 1979. The author discusses the development of the concept of the Learning Resource Centre in postsecondary institutions in U.S.A. and Australia, describes planning for the model L.R.C. at Elizabeth Community College in South Australia, and examines the organisational structure required for the L.R.C. to fill its educational role effectively.

TD 64
State Clearinghouse: SA 1·32

Kinnear D H
Index of projects accessioned into the South Australian TAFE Clearinghouse - 1974-1976. South Australia, Adelaide: Dept of Further Education, 1980,

Access: Mfiche

Price: Free

Descriptors: Audiovisual Aids; Indexes (Locators); Catalogues; Trade and Industrial Education; Clearinghouses

Abstract: This document is an index listing all projects accessioned into and held by the South Australian TAFE Clearinghouse prior to 1977. Audiovisual materials were the major types of materials accessioned together with 'projects in progress'. Both practices have since been discontinued. Audiovisual material is now listed in the National Union Catalogue of Audiovisual Material (1979). 'Projects in Progress' are circulated between all States over regular intervals.

TD 65
State Clearinghouse: SA 1·33

Kloeden L A
A chance to learn. South Australia, Adelaide: Dept of Further Education, 1977, 53p.

Access: Mfiche

Price: Free

Identifiers: Adult Education; State Departments of Education; Educational Objectives; Educationally Disadvantaged

Abstract: This address was delivered to the Australian College of Education 19 May 1977. The topics covered in the address were:—the role of the Department of Further Education; the principles behind the educational programmes provided by the Department; those community groups who are culturally, economically and socially deprived, and; suggestions for action in the future. A bibliography is included.

TD 66
State Clearinghouse: SA 1·34

Campbell C
Coordination of post secondary education in South Australia in the 1980's. South Australia, Adelaide: Dept of Further Education, 1979, 15p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Course Organization; Postsecondary Education; Accreditation (Institutions)

Identifiers: South Australia

Abstract: This paper was presented at the Conference of Congress of Principals on 31 July 1979. It addresses itself mainly to the coordination as it affects course approvals and accreditation rather than capital works or recurrent funding. The paper covers coordination at the State level, Commonwealth level, and within the Department of Further Education.

TD 67
State Clearinghouse: SA 1·35

Byrne M J
The Further education system and access. South Australia, Adelaide: Dept of Further Education , 1979, 47p.

Access: Mfiche

Price: Free

Descriptors: Administrative Policy; Educational Practice; Technical Education; State Departments of Education; Organizational Change

Abstract: This paper provides information on the structure and organisation of the Department of Further Education and gives some indication of the types of organisational and administrative problems being experienced and the solutions attempted. This information is a basis for discussing possible administrative and organisational changes which might lead to an extension of the right to education, i.e. an extension of the policies and practices which facilitate access by the general community to further education and increase the educational opportunities of disadvantaged groups.

TD 68
State Clearinghouse: SA 1·36

South Australia. Dept of Further Education
Rural Studies Review Committee report. Adelaide: 1977, 85p.

Access: Mfiche

Price: Free

Descriptors: Rural Education; Course Organization; Statewide Planning; Vocational Retraining

Abstract: This report by the Rural Studies Review Committee concerns the future developments of Rural Studies throughout South Australia. It provides guidelines for the rational development of Rural Studies for the period 1978-1983 and takes into account the need to rationalise educational resources throughout the State. The report embraces five areas: 1. Objectives, achievements and future activities of the Rural Studies Review Committee; 2. Evaluation of Departmental Rural Studies programmes; 3. Providing an educational profile; 4. Relationship of other institutions to the Department of Further Education; 5. Implications for Department of Further Education. The recommendations are derived from working group reports and discussion by participants during the 1977 Rural Studies Conference. These aim to provide a soundly based continuing education program for farmers and others concerned with 'rural studies' training throughout South Australia.

TD 69
State Clearinghouse: SA 1·37

Congress of Principals (SA Colleges of Further Education)
Second Submission to the Committee of Enquiry Into Post Secondary Education. South Australia, Adelaide: Dept of Further Education , 1977, 10p.

Access: Mfiche

Price: Free

Descriptors: Decision Making; Management Systems; College Cooperation; Participation

Abstract: This submission covers present practices and recommendations for participatory management, college staffing and interaction between colleges of further education. It is the second submission to the Committee of Enquiry into Post Secondary Education.

TD 70
State Clearinghouse: SA 1·38

Swinburne College of Technology
National union catalogue of audio visual materials. (NUCAV). Hawthorn Vic: 1979, 2912p.

Access: Mfiche

Price: Available on Request

Descriptors: Audiovisual Aids; Audiovisual Instruction; Trade and Industrial Education; Union Catalogues; Technical Institutes; College Libraries

Abstract: This is the first complete edition of the TAFE national union catalogue of audio visual resources. Entries have been contributed by TAFE librarians in all Australian states and the Australian Capital Territory. It is hoped that these librarians, and their colleagues in other institutions, will find the catalogue useful as an aid to cataloguing and classification, as an additional selection source, and as a tool for interlibrary loan and for exchange of materials.

TD 71
State Clearinghouse: SA 1·39

South Australia. Dept of Further Education

National TAFE Clearinghouse system: progress report. Adelaide: 1979, 62p.

Access: Mfiche

Price: Free

Descriptors: Clearinghouses; Resource Centres; Information Centres; Conference Reports; Systems Development; Technical Education

Abstract: This is a report to the Conference of Directors of Technical and Further Education concerning the establishment of a National TAFE Clearinghouse System. The document contains a 'statement of process' governing the operation of the National TAFE Clearinghouse. Included also are the major issues discussed and agreements reached during a National TAFE Clearinghouse Conference. These were the: Pilot Programme - 1979-80; Development Phases - 1980-84; Scope of Material; Procedures for Payment; Accession Form; Guidelines for Completing Accession Form; Types of Indexes. Descriptors; Statement of Duties for State Clearinghouse Officer; Conclusions and Recommendations. Appended to the report is a copy of the National TAFE Clearinghouse Conference Minutes.

TD 72
State Clearinghouse: SA 1·40

Powell L
Port Augusta Aboriginal Employment Training Research Project. South Australia, Adelaide: Dept of Further Education, 1978, 230p.

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Education; Employment Programs; Australian Aborigines; Vocational Education

Abstract: This study investigated the area of Aboriginal employment in the Port Augusta-Flinders Ranges region. It arose from a desire to provide information to interested agencies which determine priorities and skill areas for training programmes. The broad terms of reference for the study were: (1) To examine the Aboriginal experience of employment and unemployment in the region, and assess the effects of this experience on attitudes to gaining a livelihood and undertaking employment training. (2) To examine the experience of employers of Aborigines in the region, and determine the general effect this might have on Aboriginal employment prospects. (3) To review the possible areas of industrial development in the region and their potential for creating employment opportunities. (4) To provide a basis for discussion of strategies and programmes for assisting Aborigines in the region to train for, find, and remain in permanent employment. One important recommendation made, that training authorities in other States should examine the Aboriginal Vocational Training scheme in N.S.W. to assess its applicability elsewhere, was endorsed by the Trade Qualifications Group.

TD 73
State Clearinghouse: SA 1·41

South Australia. Dept of Further Education
Architectural Brief: Noarlunga Community College. Adelaide: 1978, 243p.

Access: Mfiche

Price: Free

Descriptors: Building Design; Technical Institutes; Building Plans; College Buildings; College Planning

Identifiers: Building Briefs

Abstract: The document is a building brief for a proposed college of further education at Noarlunga to serve the expanding population in the Noarlunga Basin. The brief discusses the design requirements of the college, the general specifications and actual building brief details. These concern the types of facilities to be resident in the college and include: (1) Business/Secretarial Studies (2) Technical Studies (3) General Studies Several appendices detailing draft guidelines of the planning and design of developments within the Noarlunga Centre are attached.

TD 74
State Clearinghouse: SA 1·42

Holmes D R
The educational needs of disadvantaged adults in the Goodwood Area. South Australia, Adelaide: Dept of Further Education, 1977, 127p.

Access: Mfiche

Price: Free

Descriptors: Adults; Educational Needs; Educational Planning; Disadvantaged Groups; Educationally Disadvantaged

Abstract: The study was undertaken to determine the educational needs of disadvantaged adults in the Goodwood area. The key issues investigated were

the nature of those disadvantaged and the desirable educational responses to their needs. Information was gathered using four methods; a questionnaire survey of organisations running educational programmes in the study area, personal interviews with selected community leaders, a statistical analysis of available data and a literature survey on the area of education for the disadvantaged. Findings and concluding remarks are made in the report. These relate particularly to the aged and physically handicapped, migrants, single parents and the unemployed.

TD 75
State Clearinghouse: SA 1·43

Finnegan D
Outreach: Awareness of and access to adult education. South Australia, Adelaide: Dept of Further Education, 1977, 170p.

Access: Mfiche

Price: Free

Descriptors: Adult Education; Adult Education Programs; Educational Opportunities; Outreach Programs

Abstract: This study was undertaken to assess the awareness of and access to adult education within the Adelaide metropolitan area. The project specifically investigated the following hypotheses: 1. The people who undertake adult education in Adelaide are representative of the metropolitan population. 2. Participation in adult education in the Adelaide metropolitan area is a direct result of the nature and pattern of provision of educational services. 3. Awareness of adult educational opportunities in Adelaide is evenly distributed throughout the population. Data were gathered from personal interviews of 2500 persons drawn from the Electoral Rolls by a process of systematic sampling. Conclusions and areas for future study deal with studies of student motivation to enrol, student satisfaction, needs surveys and special needs for particular groups wanting adult education.

TD 76
State Clearinghouse: SA 1·44

Scholefield R M
Planning Seminar: Report of a Planning Seminar at Eyre Peninsula Community College South Australia, Dept of Further Education, 1978, 41p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Educational Needs; Planning Meetings

Abstract: This is a report on a weekend planning seminar for staff, council members and others interested in the Eyre Peninsula Community College conducted by Department of Further Education Planning Officers. Terms of reference for preparation of an educational brief for the development of Eyre Peninsula Community College were determined, appropriate techniques discussed, tasks allocated and deadlines set for the College Council to proceed with preparation of an educational brief.

TD 77
State Clearinghouse: SA 1·45

Corich M
Women as workers. South Australia, Adelaide: Dept of Further Education, 1978, 154p.

Access: Mfiche

Price: Free

Descriptors: Employment Opportunities; Career Opportunities; Educational Policy; Educational Programs; Womens Education; Working Women

Abstract: The study was undertaken to investigate the potential employment opportunities for women in the community, and to advise the Department of Further Education on how it might adjust its own employment policies and its educational programmes to encourage fulfilment of these opportunities. The project sought to:—examine the present circumstances of women as workers; determine whether women are disadvantaged and/or have special needs as workers; outline the present situation of women staff and students now in the Department of Further Education; report upon some of the ways in which government and non government agencies have responded to women workers in South Australia, interstate and in several comparable overseas countries. Data were collected by four processes; a literature review, formal discussions and meetings, personal communication and an examination of such documentary evidence as was available in the Department of Further Education. An overview and conclusions are included.

TD 78
State Clearinghouse: SA 1·46

South Australia. Dept of Further Education

Technical Studies Conference. Adelaide: 1978, 40p.

Access: Mfiche

Price: Free

Descriptors: Conference Reports; Trade and Industrial Education; Technical Education; Curriculum Development

Abstract: This document reports on a Department of Further Education Technical Studies Conference of Senior Managers of Technical Studies (i.e. Principals or Heads of School). The purposes of the conference were: 1. To examine the context of Technical Studies. 2. To identify such problem areas as may exist in the Technical Studies area. 3. To examine the functions and responsibilities of the 3 tier committee structure recently proposed for the management of the Departmental curriculum development task. 4. To propose the membership of a Technical Studies Committee. 5. To refer those problem areas identified under 2 (above) to the Technical Studies Committee for appropriate action. Findings and recommendations from the conference are included.

TD 79
State Clearinghouse: SA 1·47

Kuhl D
Evaluation of learning materials: A report on the evaluation of some aspects of the External Studies Matriculation Geography Course. South Australia, Adelaide: Dept of Further Education, 1977, 74p.
ISBN 0 7243 2616 2

Access: Mfiche

Price: Free

Descriptors: Course Evaluation; Geography Instruction; Instructional Materials; Educational Resources; Open Education; Secondary Grades

Abstract: In 1973 the Department of Further Education initiated an independent evaluation of aspects of the External Studies Matriculation Geography Course as a part of its Research Branch programme and with the special requirements of an external studies multi media course in mind. Data were obtained from a questionnaire survey of students undertaking the External Studies Matriculation Geography Course. Some of the major outcomes arising from the evaluation study are as follows: 1. Given that the findings are tentative, less students sat for the new course but those who did had slightly better results; less students considered the new course satisfactory even though the new learning materials were considered 'better'; more new course students considered the teaching less than satisfactory either for examination or other purposes, a smaller percentage of new students reached the half way mark of the course. 2. The content of learning materials was generally satisfactory. However problems associated with getting assignments finished, suggest that the quantity of material produced requires considerable reduction.

TD 80
State Clearinghouse: SA 1·48

South Australia. Dept of Further Education
Australian inventory of innovative experiences in technical and vocational education. Adelaide: 1979, 115p.

Access: Mfiche

Price: Free

Descriptors: Trade and Industrial Education; Developmental Programs; Educational Innovation; Instructional Innovation; Developing Nations; Program Development; Technical Education

Abstract: The document was written for part two of a two part report coordinated for the Asian Programme of Educational Innovation for Development (APEID). It is a contribution to an Australian Inventory of Innovative Experiences in Technical and Vocational Education. Contributions to this document have been received from New South Wales, Victoria, Queensland, South Australia, the Australian Capital Territory, Western Australia and Tasmania.

TD 81
State Clearinghouse: SA 1·49

South Australia. Dept of Further Education
Submission to the Commonwealth Committee of Enquiry into Education and Training. Adelaide: 1979, 84p.

Access: Mfiche

Price: Free

Descriptors: Educational Planning; Employment Trends; Postsecondary Education; Vocational Education; Manpower Utilization

Identifiers: Williams Report (1979)

Abstract: This document is a submission to the Commonwealth Committee of Enquiry into Education and Training. The topics covered in this submission were as follows: 1. Department of

Further Education - A basic philosophy. 2. Preparation for employment. 3. Commonwealth finance for further education. 4. Further education for special groups. 5. Manpower forecasting and its implications for educational planning. 6. Credentialism and accreditation. 7. Further education and the community. Recommendations are made in the following areas: recurrent education; preparation for employment; vocational education; Commonwealth financial arrangements for further education; further education for special groups and credentialism.

TD 82
State Clearinghouse: SA 1·50

Northcott P; Kern L; Gough J E.
Course teams. South Australia, Adelaide: Open College of Further Education, 1978, 51p.

Access: Mfiche

Price: Free

Series: Distance Education Series No. 8

Descriptors: Conference Reports; Adult Education; Open Education; Extension Education

Identifiers: Distance Education

Abstract: The report presents the papers delivered at the Third Annual Distance Education Conference held by the South Australian College of External Studies in Adelaide on 2-3 May, 1978

TD 83
State Clearinghouse: NSW 1·6

Fras.. I E; Catts R; Hawke G
Development of a Chemistry Attainment Test. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 10p.

Access: Interlib

Price: Free

Descriptors: Chemistry; Chemical Technicians; Academic Achievement; Predictive Ability (Testing)

Abstract: Recognising the widely varying chemistry attainments of students on entry to a technician level course in Chemistry, an investigation was commenced which led to the development of a test of Chemistry knowledge. Data is presented to indicate that the test reliably measures Chemistry knowledge and has predictive and discriminative validity. Concurrent validity is also evidenced by the relationship of the test score to other relevant at entry variables. The utility of such a test as a means of streaming students is discussed. Some future developments are considered. Paper delivered at Royal Australian Chemical Institute Conference Victoria Sept 1979.

TD 84
State Clearinghouse: NSW 1·34

New South Wales. Dept of Technical and Further Education
Multiple Choice Manual - a guide for teachers. Sydney: 1979, 29p.

Access: Hard Copy

Price: Free

Descriptors: Multiple Choice Tests; Vocational Education; Test Items; Test Construction

Abstract: The manual is designed as a guide for teachers in the writing of multiple choice items and the construction of multiple choice tests. The topics covered in the manual include: the definition of multiple choice items; preparation of the outline of test content, the skills of good item writing; suggestions for writing the stem and options; the optimum number of options, ideas for writing additional distractors, the use of a correction for guessing, item weighting; item difficulty, writing items to measure higher mental processes and the length and marking of the test. The style of presentation is informal. A list of useful references in educational measurement is appended.

TD 85
State Clearinghouse: NSW 1·35

McGowan L P
Persistence and performance in Day Matriculation. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 43p.
ISBN 0 7240 3518 4

Access: Hard Copy

Price: Free

Descriptors: Dropouts; Prediction; Persistence; Academic Achievement; Performance Specifications; Day Students

Identifiers: Matriculation Students

Abstract: The study was concerned with identifying predictors of persistence and performance of Day Matriculation students. Following a review of literature, a questionnaire was written, suitable tests of intellectual skills chosen and the instruments administered to 201 Day Matriculation Enrolees at North Sydney Technical College. A descriptive analysis

of enrolee characteristics is given, including verbal reasoning, numerical reasoning, mathematical, reading and word knowledge abilities, as well as personal and demographic attributes. Correlators of persistence and performance with 'at entry' characteristics were determined and a multiple regression analysis was performed. The findings indicate that Day Matriculation Enrolees persist as strongly as Enrolees in most other TAFE courses and perform better than average in the Higher School Certificate. Characteristics which are significantly associated with either persistence or performance, as well as those predicting persistence and performance separately, were identified. The implications arising from the data are examined and an extensive bibliography is included.

TD 86
State Clearinghouse: NSW 1·36

Haworth D
Footwear Technician survey. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 25p.

Access: Hard Copy

Price: Free

Descriptors: Occupational Surveys; Vocational Education; Paraprofessional Personnel; Job Analysis

Identifiers: Footwear Technicians

Abstract: This industry survey provides an overview of the structure and organization of the footwear industry in New South Wales, and establishes the need, demand, skills and knowledge required by footwear technicians. The report is intended to assist agreement on a national syllabus to replace existing London City and Guilds programs taught in Australia. On the basis of a selected sample, the management and supervisory personnel of nine firms were interviewed. The production process was also observed. Protocols for the industry visits are included as appendices in the report. Some of the special characteristics and the problems of the industry are identified and comment is made about the product offered for sale. As an outcome of the industrial visits, a diagram of primary job functions was developed so as to serve as a tool in curriculum design.

TD 87
State Clearinghouse: NSW 1·37

Taylor N
LINK programme for deaf high school students. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 30p.
ISBN 0 7240 3502 8

Access: Hard Copy

Price: Free

Descriptors: High School Students; Program Evaluation; Deaf Education; Vocational Education

Identifiers: LINK Programme

Abstract: This report describes an attempt to evaluate the LINK programme, which was introduced on a pilot basis in 1977 for deaf high school students. Within the limits of the courses sampled LINK seems to enable students to become more aware of their abilities and interests and this, many teachers and parents believe, does enable a wiser career choice to be made. LINK also appears to be quite successful in enhancing the students social development. Also many students secured employment as a result of attending LINK. This unintended consequence may be related to the new and special nature of the programme. The report concludes that LINK should not be seen as the total career education a deaf student requires, but should be part of a more comprehensive programme.

TD 88
State Clearinghouse: NSW 1·38

Taylor N
Transition to? - a survey of secretarial students attitudes to unemployment. New South Wales, Sydney: Dept of Technical and Further Education, Oct 78, 30p.
ISBN 0 720 3494 3

Access: Hard Copy

Price: Free

Descriptors: Student Attitudes; College Students; Vocational Adjustment; Surveys; Work Attitudes; Secretaries; Unemployment; Youth Employment

Abstract: A survey was conducted to assess whether secretarial students were prepared for the prospect of unemployment. Although many students are not blind to the employment situation, they are not prepared for possible unemployment. They have only superficial knowledge of the problems of the unemployed and little constructive advice about ways to cope. Many students have little idea of the available community resources. It is argued that in many colleges a course on How To Cope If Unemployed would be

extremely beneficial to the students' future level of adjustment.

TD 89
State Clearinghouse: NSW 1·39

Taylor N
Potential unemployment: How to cope: A description and evaluation of a preventative mental health programme for secretarial students. New South Wales, Sydney: Dept of Technical and Further Education, Jan 79, 22p.
ISBN 0 7240 3510 9

Access: Hard Copy

Price: Free

Descriptors: Unemployment; College Students; Secretaries; Mental Health Programs; Emotional Adjustment; Student Attitudes; Employment Opportunities

Abstract: A course on coping with unemployment was given to secretarial students at Sydney Technical College. It aimed to familiarise students with the problems unemployed people face, help students examine possible ways of coping with unemployment and make them aware of the appropriate community resources. Most students reacted positively to the course and thought it should be given next year. As a result of the programme it seemed that most students became aware of community resources. Some students learnt more about the problems of the unemployed and learnt more successful ways to cope with unemployment. No significant changes occurred in students' attitudes to unemployment.

TD 90
State Clearinghouse: NSW 1·40

Taylor N
H S C repeats. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 9p.
ISBN 0 7240 3526 5

Access: Hard Copy

Price: Free

Descriptors: Academic Achievement; Secondary School Students; Student Problems; Grade Repetition; Student Characteristics

Abstract: This study investigated whether students who repeat the H S C improve their performance. The 291 students who completed 10 units or more at the H S C in 1976 and applied to repeat the H S C at Sydney Technical College in 1977 were included in the study. Seventy three per cent of those people who sat for 10 or more units on the second occasion improved their performance. Of those who did not gain entry to a metropolitan university on the first occasion, 42% gained entry on the second. The students performance was also related to student characteristics and the nature of the problems they expected to experience during the year they repeated.

TD 91
State Clearinghouse: NSW 1·41

Taylor N
How do people make career decisions? A review of the literature. New South Wales, Sydney: Dept of Technical and Further Education , Aug 79, 31p.
ISBN 0 7240 3550 8

Access: Hard Copy

Price: Free

Descriptors: Career Choice; Vocational Counselling

Abstract: This paper reviews the literature on how people make career decisions. The decision making models popular in the early vocational counselling literature are presented along with the relevant research findings. It is argued that people use a blend of several styles of decision making with the actual blend depending on the type of decision faced and the person. It also seems people go through several stages in making and implementing decisions. The literature on career indecision and career development is also reviewed and several important concepts are discussed. Implications for vocational counsellors are also discussed.

TD 92
State Clearinghouse: NSW 1·42

Putt M
1978 survey of 1977 pre apprenticeship trade students. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 33p.

Access: Hard Copy

Price: Free

Descriptors: Students; Unemployment; Apprenticeships; Youth Employment; Trade and Industrial Education

Abstract: The aim of this project was to determine the types of jobs students had obtained subsequent to completing a pre apprenticeship course, and to examine factors associated with obtaining an

apprenticeship. Questionnaries were mailed to all students who had completed pre apprenticeship courses in 1977. Topics tabulated and discussed in the report include the employment results by course and college, the credit that apprenctices received from their employer for having passed the course, the number of apprentices who moved away from home to obtain an apprenticeship, the means of obtaining an apprenticeship, the preference for an apprenticeship, the number of apprenticeships and other jobs applied for, the registration with the Commonwealth Employment Service, and the students' comments on the course.

TD 93
State Clearinghouse: NSW 1·43

Putt M
Survey of 1978 pre apprenticeship students in N.S.W. technical colleges. New South Wales, Sydney: Dept of Technical and Further Education , 1977, 41p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Trade and Industrial Education; Youth Employment; College Students; Unemployment; Technical Institutes

Abstract: This questionnaire survey aimed to determine what employment was obtained by students who had completed pre apprenticeship courses in 1978. Topics tabulated and discussed in the report include the employment results by course and college, a comparison with a similar survey carried out in 1978 of the 1977 intake, a comparison with the Australian Bureau of Statistics unemployment figures, the credit obtained by apprentices from their employer for having passed the course, the number of apprentices who moved away from home to obtain an apprenticeship, the means of obtaining an apprenticeship, the preference for an apprenticeship, the number of apprenticeships and other jobs applied for, the registration with the Commonwealth Employment Service, the reasons for enrolling in the course, the usefulness of the course, the attitudes of employers towards the course, the practical work in the course, and other comments on the course.

TD 94
State Clearinghouse: NSW 1·44

McKerlie D
Establishment of a media information and evaluation system. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 5p.

Access: Interlib

Descriptors: Media Selection; Evaluation Criteria

Abstract: This report is a discussion paper for the new Research and Development Project 78/S65/81636. The purpose of the project is to develop initially a set of criteria which a TAFE teacher can follow in selecting, evaluating or devising instructional material, and then to develop a system for the regular assessment of instructional materials in relation to the learning objectives of TAFE courses in N.S.W. Appraisal (a prediction of likely usefulness) is favoured over evaluation (a measure of effectiveness in use). Appraisal is to be carried out by a semi-permanent panel through regular meetings of two teachers and a librarian for each subject area.

TD 95
State Clearinghouse: NSW 1·45

Latona K
Education for the Ageing. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 46p.

Access: Interlib

Descriptors: Adult Education; Educational Gerontology; Older Adults

Abstract: This study was undertaken for the N.S.W. Department of Technical and Further Education to assist it in determining ways in which educational services be extended to the ageing. The study identified, albeit tentatively, that the aged are greatly under represented in existing educational institutions. Turning to some of the practical problems facing elderly people re-entering education, the study identified factors such as travel, night attendance and the need to define personal and local learning needs. Motivation and encouragement were also identified as important factors effecting the re-entry of the elderly into a learning situation. The Concept of Learning Cooperatives for elderly urban-living people is also discussed. The report contains a bibliography and a list of groups and organizations in Sydney concerned with the needs of the aged.

TD 96
State Clearinghouse: NSW 1·46

Masters R
An investigation and evaluation of the role

of the Department of TAFE in leisure education for the ageing. New South Wales, Sydney: Dept of Technical and Further Education, 1978, 12p.

Access: Interlib

Descriptors: Adult Education; Older Adults; Educational Gerontology

Abstract: The aim of this investigation was to determine: (a) whether significant demand exists for further nonvocational education among the ageing; and (b) whether the needs of the ageing in this regard were being satisfied through the present educational system. Data were collected by questionnaire surveys of two groups. The first group surveyed comprised 35 persons attending a State Superannuation Board Retirement Seminar (23 responded). The second group surveyed consisted of 100 aged people. They were contacted through the N.S.W. Council on the Ageing. (Sixty-five responded). Information was gathered on a range of personal variables, these being the potential barriers to either continuing or returning to education, the extent of interest and awareness of further education and ideas about courses that could be introduced as educational programmes for ageing persons. The results show that at least amongst those surveyed demand exists for non vocational education, and that the educational needs of this group are not adequately being met by the present system. A comprehensive set of appendices are included.

TD 97
State Clearinghouse: NSW 1·47

Grenot E
Living in Sydney - Socially relevant E.S.L. teaching learning material. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 13p.

Access: Interlib

Descriptors: English (Second Language); Instructional Materials; Outreach Programs

Abstract: Since December 1976, the N.S.W. Department of TAFE has been operating an Outreach programme aimed at improving community access to education. Outreach English Language classes were designed to meet the immediate basic communication needs of migrants living in Sydney.This paper describes a project designed to produce appropriate teaching materials for these classes. It states the objectives and describes developments of the project to date. The implementation, management and the performance and impact of the project are also discussed. The key innovative features are identified.

TD 98
State Clearinghouse: NSW 1·48

Rush M
Development of a catalogue of commercially available material relevant to the teaching of haircolouring. Phase I. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 14p.

Access: Interlib

Descriptors: Instructional Materials; Trade and Industrial Education

Identifiers: Hairdressing

Abstract: The overall aim of this project was to find, evaluate and catalogue existing commercially available resource material to assist the teaching of the subject hair colouring in the Hairdressing Trade Course. Phase I of the project involved an examination of the Hairdressing Trade Course to pinpoint major teaching concepts and content taught in the subject Haircolouring. The second phase will involve the development and production of the catalogue based on the information provided in Phase I.

TD 99
State Clearinghouse: NSW 1·49

Rush M
Production of a resource kit for teachers in aspects of consumer psychology - phase I. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 10p.

Access: Interlib

Descriptors: Consumer Economics; Psychology; Vocational Education; Instructional Materials

Identifiers: Consumer Psychology

Abstract: The subject Consumer Behaviour has arisen out of an increasing emphasis being given to an analysis of the needs and wants of consumers by those responsible for providing goods and services. The proposal to develop a resource kit on aspects of consumer psychology arose out of need for appropriate material as teaching aids. This first phase of the project involved determining parameters and selection of focus for the project. Two selected aspects of consumer psychology were analysed to find principles, supportive

evidence, techniques and resource materials. The second phase of the project will involve development, production and distribution of the resource kit.

TD 100
State Clearinghouse: NSW 1·50

Scott G
Outreach - Petersham. Report for 1979. New South Wales, Sydney: Dept of Technical and Further Education , 1979, 25p.

Access: Interlib

Descriptors: Outreach Programs; Adult Education; Community Service Programs; Extension Education

Abstract: N.S.W. TAFE's Outreach Project aims to cater for those adults who, for any reason, find participation in adult education difficult or intimidating. This report gives a general background to the operation of the Outreach Project in N.S.W. and then proceeds to give a report on the developments at Petersham College of TAFE in 1979. It consists of three sections: courses and activities for 1979, statistics for 1979, and the implementation of Outreach.

TD 101
State Clearinghouse: TAS 1·1

Upchurch G
Prognosis of success as an electrical tradesman. Tasmania, Hobart: Centre for Continuing Education , 1979, 10p; appendices.

Access: Interlib

Descriptors: Apprenticeships; Electrical Courses; Industrial Training; Electricians; Personnel Selection; Electrical Occupations; Employer Attitudes

Abstract: The selection of suitable boys for apprenticeship has always posed a problem for employers. According to some employers, school reports scores have proved unreliable and many employer associations have resorted to their own testing procedures for the formation of a basis for selection. The objective of this research was to investigate the relationship of school mathematics with success at college examinations (Electrical Principles III) and to determine if either or both of these subjects could be used for the prognosis of the ultimate success of an apprentice as a tradesman. Linear multiple regression was used to establish the value of mathematics and Electrical Principles III as predictors of success. The results indicate a positive correlation (0.45) between the combination of School mathematics and Electrical Principles with employer opinion of the students ability as a tradesman.

TD 102
State Clearinghouse: TAS 1·2

Byers P; Hocking H
What does the future hold? Tasmania, Hobart: Education Dept, 1979, 59p. appendices.

Access: Interlib; Hard Copy

Price: Free

Series: (Research Study No. 49)

Descriptors: Disadvantaged Groups; Mentally Handicapped; Handicapped Students; Trainable Mentally Handicapped; Sheltered Workshops; Trade and Industrial Education

Abstract: This study started as a mixture of curriculum development and market research, but developed into a consideration of wider issues concerned with the needs of the mildly mentally handicapped in gaining work. A survey was made of training schemes and sheltered workshops in the Hobart area. A mailed questionnaire was sent to TAFE institutions throughout Australia to assess the availability and nature of programmes for those with learning disabilities in Further Education. A draft report was sent to twenty four persons from a range of departments and agencies. These people then participated in a one day workshop and together drafted recommendations to the report. The study highlighted needs of this group and a working party is to be established to develop programmes for this client group.

TD 103
State Clearinghouse: TAS 1·3

Veal G A
Significant factors in rating innovators submissions. Tasmania, Hobart: Centre for Continuing Education , 1979, 23p. appendices.

Access: Interlib

Descriptors: Evaluation Criteria; Educational Innovation; Teacher Characteristics; School Personnel

Abstract: The research was conducted in an attempt to find those factors which appeared to be significant in determining how high the Tasmanian State Innova-

tions Committee of the Schools Commission would rate any particular innovations submission. A questionnaire was compiled and sent to all people who forwarded submissions in the last two series of Innovations applications in Tasmania. Information relating to submissions was also obtained from Office files. Fifteen factors were considered and a score between 1 and 5 was obtained for each factor. The correlations between each of the factors and the ratings for the submissions were calculated. Results suggested that teachers who rated highly tended to have minimal support from other staff members of their schools and tended to have taught in few schools. However, the study could only account for approximately 15% of the variance.

TD 104
State Clearinghouse: TAS 1·4

Keane, P J
Cattell's 16 PF Personality Inventory as a predictor of dismissals and as a predictor of the final measurement of personal attributes of cadets at the Tasmanian Police Academy. Tasmania, Hobart: Centre for Continuing Education , 1979, 15p.

Access: Interlib

Descriptors: Personality Tests; Performance Tests; Personality Assessment; Tests; Police; Vocational Education

Abstract: Amongst the tests given to applicants for the Tasmania Police is Cattells 16 PF Personality Inventory. This study attempted to find which of the Inventory's factors were significantly different for Cadet trainees who were dismissed as compared with trainees who completed their course and also to determine the Inventory's value as a predictor of success in the personal attributes score given to cadets at the completion of their training. A T-Test showed that only one factor, shyness revealed any significant difference at the 0.05 level in mean scores for those who were dismissed and those who completed their course. Multiple linear regression equations for the personal attributes scores and three selected factors were calculated. The variance accounted for in each case was about 14%

TD 105
State Clearinghouse: TAS 1·5

Kays M S
Comparability of grades awarded at different levels in Fourth Year High School subjects as measured by the Hobart Technical College Reading and Mathematics Test. Tasmania, Hobart: Education Dept, Curriculum Centre , 1979, 15p. appendices.

Access: Interlib

Descriptors: Testing Programs; Test Validity; Tests; Secondary Grades; Mathematics Tests; Reading Tests; Grades (Scholastic)

Abstract: The report outlines an attempt that was made, using regression analysis, to arrive at benchmarks for comparison of the five grades (credit, higher pass, pass, lower pass and fail) awarded in Tasmania in the three different levels in the fourth year high school subjects of mathematics and English. These benchmarks were to be points on the scales of common pre course tests in mathematics and reading comprehension administered to five hundred students at the Hobart Technical College early in 1979. Meaningful benchmarks were located for levels II and III in Mathematics, and for all three levels in English, but the associated standard errors were quite large.

TD 106
State Clearinghouse: TAS 1·6

Johnson N
Resource Management Project, Launceston Technical College - An Evaluation. Tasmania, Hobart: Education Dept, 1979, 9p.

Access: Interlib

Descriptors: Auto Mechanics (occupation); Resource Centres; Teacher Developed Materials; Trade and Industrial Education

Abstract: A group of teachers at the Automotive Trades Department, Launceston Technical College, were alerted to the importance of resources in their program. A Project Committee was formed to implement the following objectives: - to establish a plan to make existing resources more accessible and suitable for classroom use - to identify those resources used by other colleges (Tasmania and interstate) and to arrange for duplicate copies to be made available - to support the production of teacher made learning materials - to improve routines for library support to the College Dept. An outside evaluation consultant was hired to evaluate the methodology used in the Project and to advise on improvements for future similar projects.

TD 107
State Clearinghouse: TAS 1·7

Launceston Technical College
Resources for learning - a bibliography of resources to support the automotive engineering curriculum. Tasmania, Hobart: Education Dept, Div of Technical Education , 1979, 112p. appendices.

Access: Interlib

Descriptors: Auto Mechanics (Occupation); Bibliographies; Annotated Bibliographies; Educational Resources; Instructional Materials; Trade and Industrial Education

Abstract: This bibliography lists all the resources held at the Automotive Trade Annexe as well as relevant Automotive Trade material held at the Launceston Technical College main library. It also includes a list of 16mm films on the subject of Automotive Engineering available for loan to Tasmanian colleges through the Tasmania Media Centre. The bibliography has been arranged under subject headings which relate to the curriculum topics as stated in the Automotive Trades syllabus. The bibliography lists all teacher-made material as well as those acquired from commercial sources.

TD 108
State Clearinghouse: TAS 1·8

Hocking H
Educational qualifications of apprentices. Tasmania, Hobart: Education Dept, 1979, 42p.

Access: Interlib

Series: (Research Study No. 42)

Descriptors: Grades (Scholastic); Secondary School Students; Apprenticeships; Educational Qualifications

Identifiers: Higher School Certificate, Tasmania

Abstract: The aim of this study was to determine whether there had been any change in the level of School Certificate results of students entering apprenticeships in recent years. The ten trades with largest apprentice intakes were selected for investigation in two entry years, five years apart (1974, 1978). Analysis was made of school results of all apprentices falling into these categories. This showed that most of these apprentices had more than the minimum qualifications laid down by the Apprenticeship Commission for the trade. There was a significant difference between the two year apprentices for one group of trades in one region. Cancellation of indentures has a positive correlation with level of educational qualifications on entry. The trend towards higher educational qualifications of entry to apprenticeship is not likely to be reversible or short term.

TD 109
State Clearinghouse: TAS 1·9

Tasmania. Education Dept. Div of Further Education
Mathematics and reading test. Hobart: 1980, 20p.

Access: Interlib

Descriptors: Diagnostic Tests; Mathematics; Apprenticeships; Reading Tests; Tests

Abstract: The printed material consists of one test booklet, one answer sheet, one administrators instruction document and one information document for teachers. The diagnostic mathematics test falls into two sections. Section A covers four basic operations for each of whole numbers, decimals and fractions, percentages, ratio and proportion and basic aspects of the metric system. Section B contains detailed metric system, mensuration of plain figures, mensuration of volumes and surface areas of regular shapes, plain geometry, squares and square roots, pythagoras transposition and simple graphs. The text is designed to detect actual errors in thought as well as topic weaknesses. The reading test is the Standardised reading comprehension test by courtesy of Canberra Technical College.

TD 110
State Clearinghouse: TAS 1·10

Hocking H
An Evaluation of Link Courses. Tasmania, Hobart: Education Dept, 1978, 36p.

Access: Interlib

Price: Free

Series: (Research Study No. 33)

Descriptors: Secondary Education; Career Choice; Vocational Education; Career Education; Youth Programs; Program Evaluation

Identifiers: Link Courses

Abstract: A pilot programme of link courses was set up at the Hobart Technical College in 1977. The courses provided students in their final year of compulsory schooling with the opportun-

ity to gain some experience in theoretical and practical aspects of various trades. The aim was to assist students in decision making about their future. The evaluation consisted of individual interviews with participating students, teachers and principals before and after the link course programme and a simple, single page questionnaire administered at the end of each unit of study. Analysis of this data indicated that staff and students regarded it as a valuable exercise and a majority of students felt the course had helped them decide on a job or modified their views on some of the trades.

TD 111
State Clearinghouse: TAS 1·11

Tasmania. Education Dept
Further education in Tasmania. Hobart: 1978, 48p. appendices.

Access: Interlib

Descriptors: Administrative Change; Teaching Conditions; Educational Planning; Community Colleges; Adult Education; Technical Education

Abstract: A report to the Director General of Education by Working Parties established in October 1978 to consider arrangements for a Division of Further Education in 1979. While the report deals mainly with issues of concern to teachers in forming a division of Further Education, it also discusses the concept of a community college and presents various stages of planning for Tasmanian Colleges. The final chapter of the report contains the recommendations which took effect in January 1979.

TD 112
State Clearinghouse: TAS 1·12

Rainbird P
Research into teaching methods - an evaluation of two methods of teaching trade theory in a technical college. Tasmania, Hobart: Centre for Continuing Education , 1979, 14p. appendices.

Access: Interlib

Descriptors: Teaching Methods; Individualised Instruction; Apprenticeships; Trade and Industrial Education

Identifiers: Wilcoxon Matched Pairs Signed Test

Abstract: An hypothesis was proposed that nil difference in fact acquisition would be observed between two groups of apprentices taught the same facts by two different methods. An investigation using two approaches on a particular unit of work is given. Two matched groups carried out the same unit of work, one with a teacher centred mode of instruction as against student centred mode of instruction. The small sample consisted of ten matched pairs. A classic pretest, posttext method of measuring differences was used and the Wilcoxon matched - Pairs Signed Test applied. Results indicated that the null hypothesis was incorrect and that the group learning the unit of work under a student centred instruction mode performed better.

TD 113
State Clearinghouse: TAS 1·13

Doran G M
Tasmania Police Academy final graduation evaluation and personal report as predictors of the future job performance of police cadets. Tasmania, Hobart: Centre for Continuing Education , 1979, 11p. appendices.

Access: Interlib

Descriptors: Police; Job Analysis; Task Performance; Task Analysis; Job Training; Vocational Education

Abstract: The study investigated the prediction of job performance in the Tasmania Police Department using two measures of performance during training as predictor variables, in a multiple regression analysis, with a job performance appraisal completed after twelve months operational services as the criterion variable. A sample of 68 police cadets was used in the study affording a reasonable degree of reliability and validity because of the opportunity to observe and evaluate during the two year Residential course. The study showed that success or failure during training was useful in the prediction of success or failure in job performance.

TD 114
State Clearinghouse: ACT 1·1

Australia. Dept of Education. Further Education Branch
Canberra School of Art: Functional requirements, March 1978 Canberra: 1978, 282p.

Access: Interlib

Descriptors: Campus Planning; Architectural Programming; Building Conversion; College Planning

Identifiers: Building Briefs

Abstract: This document outlines the briefing requirements for new facilities and for modifications to existing buildings on the Canberra School of Art campus. Suggestions are made on where the various functional elements of departments could be located. It contains general design specifications and summary of net areas. The areas briefed are the support/administrative facilities and twelve specialist departments.

TD 115
State Clearinghouse: ACT 1·2

Australia. Dept of Education
ACT Workshop on Linked Courses, Canberra 5-7 April 1978: Report. Canberra: 1978, 29p.

Access: Hard Copy

Price: Free

Descriptors: Workshops; Vocational Education; College School Cooperation; Trade and Industrial Education; Occupational Choice; Vocational Interests

Identifiers: Linked Courses

Abstract: The Workshop brought together teachers and administrators of ACT secondary and TAFE institutions. Operational problem areas were identified and guidelines established for the future development of linked courses in the ACT. Included is a keynote address given by R.M. Sharp, a British consultant.

TD 116
State Clearinghouse: ACT 1·3

Australia. Dept of Education
National seminar on the provision of Linked Courses in Australia, Canberra, 18-19 April 1978: Report. Canberra: 1978, 32p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Vocational Education; Workshops; College School Cooperation; Occupational Choice; Vocational Interests

Identifiers: Linked Courses

Abstract: This document presents the outcomes of a two day seminar attended by interested educationists from all Australian states and Territories. The report summarizes the current developments in Australia, defines linked courses and states aims, and guidelines for future development. Featured is a keynote address given by R.M. Sharp, a British consultant.

TD 117
State Clearinghouse: ACT 1·4

Canberra College of Technical and Further Education
Small retail business in the ACT: a report prepared by Final Year Students of the Management Certificate Course. Canberra: 1978, 139p.

Access: Interlib

Descriptors: Retailing; Business Cycles; Research Projects; Sales Occupations; Surveys; Management

Abstract: The report examines the factors affecting small retail business in the ACT. A survey was made of the development of small business retailing in the ACT. The report details the present situation & outlines the future for small businesses. It recommends the establishment of a Small Business Services Bureau.

TD 118
State Clearinghouse: ACT 1·5

Foskett R A
Significant issues affecting the future of further education in the ACT. Australia, Canberra: Dept of Education, 1978, 16p.
ISBN 0 642 91523 7

Access: Hard Copy

Price: Free

Series: (Further Education ACT Occasional Papers No. 1)

Descriptors: Postsecondary Education; Adult Education; Trade and Industrial Education; Unemployed; Teacher Education

Identifiers: National Training Council

Abstract: The paper discusses the costs of recurrent education, helping the unemployed, the transition from school to work, trade training, community access and teacher training. The role of the National Training Council is examined.

TD 119
State Clearinghouse: ACT 1·6

Sharp R M
Linked course development in Britain. Australia, Canberra: Dept of Education, 1978, 31p.
ISBN 0 642 91524 5

Access: Hard Copy

Price: Free

Series: (Further Education A.C.T. Occasional Paper No. 2)

Descriptors: Vocational Education; Vocational Interests; College School Cooperation; Trade and Industrial Education; Occupational Choice

Identifiers: Linked Courses

Abstract: The paper outlines how the linked courses were established in Britain along with details of their developments and their future. Growth occurred in these courses after the school leave age was raised to 16 years in 1972. It also coincided with an increased concern for vocational preparation. The paper contains an extract of a report of R.M. Sharp's consultative visit to Australia.

TD 120
State Clearinghouse: ACT 1·7

Canberra College of Technical and Further Education
Management education in the Canberra College of TAFE: a report by final year students of the Management Certificate Course. Canberra: 1979, 53p.
ISBN 0 9595309 1 6

Access: Interlib

Descriptors: College Curriculum; Management Education; Review (Re-examination); Community Attitudes; Curriculum Evaluation

Abstract: This document reports on those community needs served by the Canberra College of TAFE. It reviews the content of College management courses. Appendices contain the detail of the surveys of employers, students, graduates and includes samples of questionnaires.

TD 121
State Clearinghouse: ACT 1·8

Moore M V
Technical and further education: 50 years in Canberra. Australia, Canberra: Dept of Education, 1978, 35p.
ISBN 0 642 91525 3

Access: Hard Copy

Price: Free

Series: (Further Education A.C.T. Occasional Papers No. 3)

Descriptors: Adult Education; Trade and Industrial Education; Historical Review; Educational History; Technical Education

Abstract: This paper traces the history of technical and further education in Canberra from the opening of the Canberra Trades School in 1928. The Canberra Technical College was established in 1938 and in 1977 it became the Canberra College of Technical and Further Education.

TD 122
State Clearinghouse: ACT 1·9

Australia. Department of Education. Further Education Branch.
Canberra College of Technical and Further Education Central Services Building: Functional Requirements. Australian Capital Territory, Woden: Office of ACT Further Education, 1978, 312p.

Access: Interlib

Descriptors: Architectural Programming; College Buildings; Building Conversion

Identifiers: Building Briefs

Abstract: The final phase of building for the Canberra TAFE College will provide central services, support facilities and learning resources of the required scope and standard for the College. With the completion of the new facilities, it will be necessary to refurbish and alter the purpose of some areas of existing buildings when those present functions are relocated in the new building. This will facilitate logical reorganisation within the schools and departments so that the facilities offered by the new building can be properly and immediately utilised on completion.

TD 123
State Clearinghouse: ACT 1·10

Sitsky, L
The Reproducing piano roll. Australia, Canberra: Dept of Education, 1979, 20p.
ISBN 0 642 90543 6

Access: Hard Copy

Price: Free

Series: (Further Education ACT Occasional papers No. 6)

Descriptors: Musical Instruments; Music Facilities; Music Education

Abstract: The paper contains a lecture given at the Canberra School of Music in 1978 which illustrated the use of reproducing pianos by such pianists as Percy Grainger, Sergei Rachmaninoff and Ferucio Busoni. The lecture traced the origin of the reproducing piano. It also described piano rolls, the types of pianos and the restoration of the principal makes, these being the welte-wignon, the duo art, the ampico and other systems.

TD 124
State Clearinghouse: ACT 1·11

Australia. Department of Education.
Search Conference on Further Education Needs in the ACT, Part 2, Queanbeyan, 21-23 February, 1977: report. Australian Capital Territory, Woden: Office of ACT Further Education, 1977, 17p.

Access: Hard Copy

Descriptors: Adult Education; Community Information Services; Conference Reports; Educational Needs; Outreach Programme

Identifiers: Technical and Further Education

Abstract: The report continues the proceedings of a second conference on identifying further education needs in the ACT attended by representatives of providing institutions and organisations. It should be read in conjunction with the report of the proceedings of the first Search conference on 8, 9, 10, 11 and 12 October, 1976. The report includes discussion on future trends in work, leisure and further education. The report also includes findings from the first Search conference, Canberra 1976 and outlines the philosophy of TAFE in the ACT. Lists of institutions offering vocational and non-vocational courses are included.

TD 125
State Clearinghouse: ACT 1·12

Delaney R
LINK (Learning Information Network): evaluation report. Australia, Canberra: Dept of Education, 1978, 31p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Community Information Services; Program Evaluation; Community Services

Identifiers: Learning Information Network

Abstract: This is a report of an evaluation of ACT's LINK - Learning Information Network. It discusses the reasons why it became a successful network connecting the community with the range of informal and formal courses available in ACT/Queanbeyan. It details the background to the scheme and how it operates. Future initiatives are discussed. Appended to the report is an article by Ros Delaney and Dorothy Davis: 'LINK: an information service for adult learners.'

TD 126
State Clearinghouse: ACT 1·13

Delaney R; Davis D
LINK: an information service for adult learners. Australia, Canberra: Dept of Education, 1978, 17p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Community Information Services; Community Services; Pilot Projects

Identifiers: Learning Information Network

Abstract: In January, 1978, a new information and referral service for adult learners in the ACT and Queanbeyan came into operation. The service, called LINK (Learning Information Network), has been introduced as a pilot project and will be evaluated during its first six months. This report traces the history of LINK overseas and in Australia and lists the guidelines for LINK.

TD 127
State Clearinghouse: ACT 1·14

Australian Capital Territory Further Education Accreditation Committee
Guidelines for proposals for the accreditation of programs of study in further education. Australia, Canberra: Dept of Education, 1978, 9p.

Access: Hard Copy

Price: Free

Descriptors: Curriculum Development; Program Development; Adult Education; Accreditation (Institutions)

Abstract: The report contains guidelines to assist in the preparation of submissions for the accreditation and development of courses/programmes of study. Included is a glossary of terms. It also presents a format for writing submissions.

TD 128
State Clearinghouse: ACT 1·15

Australian Capital Territory Further Education Accreditation Committee
Guidelines for Assessment Panels set up by the A.C.T. Further Education Accreditation Committee Australia, Canberra: Dept of Education, 1978, 5p.

Access: Hard Copy

Price: Free

Descriptors: Program Development; Adult Education; Committees; Student Certification

Abstract: This document includes the background to the establishment of the A.C.T. Further Education Accreditation Committee, its membership, the procedures for accreditation of programmes and the composition of accrediting panels.

TD 129
State Clearinghouse: ACT 1·16

Australia. Office of ACT Further Education
1978 Annual Statistical Survey for ACT Further Education. Australia, Canberra: Dept of Education , 1979, 165p.

Access: Hard Copy

Price: Free

Descriptors: Statistical Data; Adult Education; Enrolment Trends; Data Collection

Identifiers: Australia. Tertiary Education Commission

Abstract: The document records the statistical returns received from all institutions in the ACT further education system. This information is collected annually for the Tertiary Education Commission. Statistical information is provided on courses, enrolments, student population, staff and expenditure.

TD 130
State Clearinghouse: ACT 1·17

Australia. Office of ACT Further Education
ACT Further Education Planning Submission to the Tertiary Education Commission. 2 vols. Australia, Canberra: Dept of Education, 1978, 183p.

Access: Interlib

Descriptors: Educational Planning; Adult Education; Statistical Data; Program Planning; Technical Education

Identifiers: Australia. Tertiary Education Commission; Australia. Technical and Further Education Council

Abstract: This submission comprises planning information and associated statistical estimates for proposals for the provision of technical and further education in the ACT to the end of the 1980-82 triennium. The submission was prepared in four sections: A, B, C and D. Section A provides descriptive and planning information on present and proposed arrangements for the triennium. Section B provides triennial statistical estimates of enrolment, staff and expenditure data for technical and further education institutions in the ACT together with information on central office staffing. Sections C and D deal with advanced education course proposals and new capital works proposals respectively.

TD 131
State Clearinghouse: ACT 1·18

Australian National University. Survey Research Centre
Canberra Population Survey, March 1979. Australia, Canberra: Dept of Education , 1979, 92p.

Access: Interlib

Descriptors: Statistical Surveys; Adult Education; Demography; Participation

Abstract: Report for ACT Further Education Branch of the Department of Education. The aim of this survey was to examine participation in postschool interest courses. Respondents were classified according to attendance. Appendices tabulate age-sex distribution, qualifications obtained/employment status, attendance at courses and future interest in courses.

TD 132
State Clearinghouse: ACT 1·19

Australia. Tertiary Education Commission. Joint Committee on TAFE Statistics
State of the statistical system in the A.C.T. Australia, Canberra: Dept of Education , 1979, 17p.

Access: Hard Copy

Price: Free

Descriptors: Statistical Data; Enrolment Trends; Data Collection

Abstract: This report describes the computerised system for processing A.C.T. enrolment information for the Tertiary Education Commission. This is an interim system and was developed in 1978/79. Explanations are given on the use of three files: enrolment file, student record file and course/subject file. Data from each of these is combined in one enrolment record from which statistics can be generated for local administrative and TEC needs. Included are descriptions of computer facilities, processing, system capabilities and applications, record identification code and confidentiality provisions. Various source forms and list data elements from the different files are shown in attachments.

TD 133
State Clearinghouse: ACT 1·20

Australia. Office of ACT Further Education
A Strategy plan for the development of TAFE facilities in the ACT. Australia, Canberra: Dept of Education, 1980, 81p.

Access: Interlib

Descriptors: Educational Planning; Architectural Programming; College Planning; Building Plans

Abstract: The plan considers the needs of existing and proposed TAFE Colleges and identifies priority areas for building programmes through the 1980's. The prime recommendation was that the TAFE needs of the ACT region, during 1980-1990, should be met by at least three multidisciplinary, multilevel institutions at Canberra, Bruce and Woden. While the report contains recommendations, it makes no attempt to resolve or advise on the implementation of these recommendations but rather identifies options and highlights the need for more detailed investigation in a time scale to provide TAFE facilities and training according to demand. The working party comprised representatives of the National Capital Development Commission, the Department of Education, Canberra and Bruce TAFE Colleges.

TD 134
State Clearinghouse: ACT 1·21

Australia. Office of ACT Further Education
Canberra College of Technical and Further Education: Modifications to geology laboratories functional requirements. Australia. Canberra: Dept of Education, 1978, 38p.

Access: Interlib

Descriptors: Architectural Programming; Building Conversion

Identifiers: Building Briefs

Abstract: The building brief contains the functional requirements for conversions and furnishings of the Geology Department of the Canberra College of Technical and Further Education campus. Existing limited facilities necessitated certain parts of the Geology Technicians' Certificate being conducted off campus and have prevented the implementation of a range of associated courses, particularly in the post certificate area.

TD 135
State Clearinghouse: ACT 1·22

Australia. Office of ACT Further Education
Building briefs for the design and construction of ACT TAFE facilities: various reports. Australia, Canberra: Dept of Education, 1977, 1v.

Access: Interlib

Descriptors: Architectural Programming; Building Conversion; Building Plans; College Buildings

Abstract: The document contains various architectural planning briefs for the following building proposals: (i) Canberra College of TAFE A and D-E Blocks conversions (ii) Bruce College of Technical and Further Education Central Services Building (iii) Woden College of Technical and Further Education - Stage I and functional requirements Stage 2 (iv) Bruce College of Technical and Further Education Stage 3 - building studies. It also contains specifications for the design of facilities.

TD 136
State Clearinghouse: WA 1·1

Goldsworthy A; Lee V A; Brand B
Playleaders survey report. Western Australia, Perth: Education Dept, Technical Education Div, 1979, 11, ixp.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Child Care Workers; Child Development Specialists; Child Care Occupations

Abstract: The purpose of the study was to assess the need for the establishment of a recognized course for workers involved with children's activities. A survey was made of a wide range of people working in this field, including those in established organisations such as Community Welfare, and individuals in voluntary organisations such as Playgroup Mothers. The survey consisted of personal, informal and specific detailed interviews. The findings are categorized and presented in the report. Existing W.A. courses are detailed and mention is made of courses in other states and overseas. The report establishes that there is a shortage of academic and practical courses that allow for part-time or individual unit study and recommends that: (a) existing certificated courses be expanded to include extra units on the 6-13 year age group and that study be made

available on a part-time or individual unit basis, and/or (b) an entirely new course be designed based on the requirements of people working in this field. An attached appendix gives details of suitable training courses in existence in Sweden and the U.K.

TD 137
State Clearinghouse: WA 1·2

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on intensive Courses: basic nutrition. Perth: 1979, 20p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Nutrition; Health Education; Short Courses

Abstract: This is a collection of reports covering personal hygiene, basic nutrition, homecraft, budgeting, cooking for nutrition and child development courses run in the Derby area of W.A. Course controllers found students very willing to learn despite difficult living conditions. The courses were considered a success.

TD 138
State Clearinghouse: WA 1·3

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on the intensive course; Bricklaying. Perth: 1979, 6p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Building Trades; Bricklaying; Short Courses; Community Programs; Trade and Industrial Education

Abstract: The aim of this course was to provide Meekatharra W.A. with a group of local Aboriginal men capable of doing brickwork of a satisfactory finish. This report outlines the course giving details of textbooks used, the types of brickwork taught and the principles of brickmaking. Community works were then made to Australian building standards.

TD 139
State Clearinghouse: WA 1·4

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch.
Report on intensive courses; Art and Pottery, conducted in the Kimberley Region 16 May - 14 June, 1979. Perth: 1979, 3p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Art Education; Ceramics; Short Courses; Creative Development; Curriculum Development

Abstract: People of the Kimberley region requested a course in developing art and craft techniques so that work produced was of a saleable standard. The report outlines the course content.

TD 140
State Clearinghouse: WA 1·5

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on intensive course; Saddlery, Conducted at La Grange 12-30 April, 1979 and Beagle Bay 3-25 May, 1979. Perth: 1979, 3p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Short Courses; Curriculum Development; Improvement Programs; Equipment Maintenance

Identifiers: Saddlery

Abstract: Residents requested a course to obtain skills necessary to maintain and repair saddles. The report gives details of the tools required and the techniques used in the preparation and use of leather. The course was run when there was no mustering and allowed men in the community to upgrade their saddles.

TD 141
State Clearinghouse: WA 1·6

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report of the intensive course; Community administration, Conducted at Tjalku Wara Community Port Headland 2-18 July and 22 October - 2 November, 1979 Perth: 1979, 3p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Community Involvement; Short Courses; Community Action

Abstract: The Course aims to encourage involvement and articulation within meetings held by government departments for Aboriginals to stress the necessity for familiarization with community goals. The course included business meeting procedures, chairman's duties and treasurer's duties.

TD 142
State Clearinghouse: WA 1·7

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on intensive courses; Motor maintenance. Perth: 1979, 16p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Auto Mechanics (Occupation); Short Courses; Motor Vehicles; Trade and Industrial Education; Tests

Abstract: Practical lessons combined with some theory on motor maintenance were given to Aboriginal communities in Wagin, Gnowangerup, Roebourne, La Grange, Lombadina, Derby Reserve, Mowanjum and Northam. Certificates of proficiency were presented to students who passed oral or written tests on completion of the course.

TD 143
State Clearinghouse: WA 1·8

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on the intensive course; Office training, conducted at Midland 5 June - 24 August, 1979. Perth: 1979, 23p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Office Practice; Short Courses; Employment; Attendance; Trade and Industrial Education

Abstract: The Department of Employment and Youth Affairs selected students from country and metropolitan areas to attend an office training course. Content of the course included typewriting, office procedures, basic office machines, letterwriting, literacy and numeracy and personal development. A detailed course outline is given. Six of the ten students completed the course and three gained jobs. Absenteeism and lateness were common problems.

TD 144
State Clearinghouse: WA 1·9

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on Tutor Literacy Program conducted at Derby 1978 Perth: 1979, 10p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Literacy Education; Tutors; Adult Education; Adult Reading Programs; Adult Literacy

Abstract: Two officers from the Curriculum Research and Development Section involved in the Adult Literacy Program in Perth, conducted a five day inservice course to prepare ten Aboriginal tutors and two resource teachers so that they could assist Aboriginal people in the Derby Community to become literate. A sample lesson and progress reports are included.

TD 145
State Clearinghouse: WA 1·10

Western Australia. Education Dept. Technical Education Div. Adult Aboriginal Education Branch
Report on full time course in panel beating, welding and workshop practice conducted at Esperance 20 February - 24 November, 1978 Perth: 1979, 9p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Welding; Sheet Metal Work; Auto Body Repairmen; Trade and Industrial Education

Abstract: The course is designed to give young Aboriginal people practical experience in panel beating and welding. Course content includes sheetmetal repair techniques, and advanced electric and oxy acetylene welding. High standards of workmanship and improved job prospects were attained by the students.

TD 146
State Clearinghouse: WA 1·11

Western Australia. Education Dept. Technical Education. Adult Aboriginal Education Branch
Report on full-time general studies courses conducted at Geraldton and Perth Technical Colleges. Perth: 1979, 10p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Australian Aboriginal Education; Social Studies; Literacy Education; Employment Programs; Industrial Training

Abstract: The report gives progress details of the programme and notes that a special Leaving English course has been included and that the basic literacy section has been expanded. Student activities included study tours and theatre performances. Many of the students were accepted into employment or specific training courses on completion. There is a waiting list for entry into the course because of its achievement.

TD 147
State Clearinghouse: WA 1·12

Ryan D A
Report on radioisotope course for graduates held at the Australian School of Nuclear Technology, Lucas Heights N.S.W. 23 July 1979 - 17 August 1979 Western Australia, Perth: Education Dept, Technical Education Div, 1979, 120p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Nuclear Physics; Trade and Industrial Education; Radioisotopes; Teaching Procedures; Curriculum Development

Abstract: The author attended a course to gain sufficient proficiency in radioisotope techniques and consequently to apply them to relevant TAFE courses. Course objectives, content and relevance to the Technical Education Division are included. The author believes that increased use of unsealed radioisotopes in industry, science and medicine will result in Division involvement. This raises administrative and safety questions especially as they affect teaching procedures. The report recommends notification to teaching staff involved with radioisotope courses, modification of T.E.D. subjects and courses and further Curriculum Research and Development Section projects.

TD 148
State Clearinghouse: WA 1·13

Walkington A H
Using our resources better. Western Australia, Perth: Education Dept, Tertiary Education Div, 1979, 9p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Adult Education; Educational Administration; Community Colleges; Educational Planning; Educational Strategies; Trade and Industrial Education; Technical Education

Abstract: The aim is to enquire into the implications of increasing the utilisation of technical college facilities. The current systems of formal education in W.A. are examined and compared with developments in Queensland and S.A. It suggests that separate arrangements need to be made for apprenticeship courses but that TAFE courses could be met by a more flexible deployment of staff over a 48 week period. Costing of additional classes is considered to be less with the extension of the college year than building additional accommodation.

TD 149
State Clearinghouse: WA 1·14

Geh T H
A handbook on computer assisted learning resources: Biological sciences. Western Australia, Perth: Education Dept, Tertiary Education Div, 1978, 89p.

Access: Mfiche Hard Copy

Price: Avail on request.

Descriptors: Computer Assisted Instruction; Curriculum Development; Teaching Techniques; Biology

Abstract: This handbook is a [illegible] Curriculum Development and Research project investigating the use of computer assisted learning in the teaching of biology. It enables a classroom lecturer to evaluate the possibility of utilizing computer technology as part of the teaching strategy. Computer hardware and software are briefly described. The handbook contains detailed sections on test and item analysis programmes, simulations and associated programmes, a description of Decal lessons available and their benefical uses and nine appendices.

TD 150
State Clearinghouse: WA 1·15

Mt. Lawley Technical College. Library Resource Centre
Catalogue of audio visual material held in the Mt. Lawley Technical College Library Resource Centre. Western Australia, Mt Lawley Technical College: 1979, 66p.

Access: Hard Copy

Price: Avail on request.

Descriptors: Audiovisual Aids; Catalogues; Trade and Industrial Education; Audiovisual Instruction

Abstract: The catalogue is in three parts and has a subject index covering all three. Part 1 contains all audio visual material except video tapes held at the College, part 11 contains a list of video tapes. These have been copied from the ABC Educational Broadcasts for Schools - Secondary and finally part 111 which lists the audio visual equipment available for loan to staff.

TD 151
State Clearinghouse: WA 1·16

Western Australia. Education Dept. Technical Extension Service
Technical publications trust catalogue. Perth: 1979, 20p.

Access: Hard Copy

Price: Free

Descriptors: Catalogues; Trade and Industrial Education; Community Colleges; Publications; Resource Materials.

Abstract: This catalogue which consists of four parts lists materials produced mainly for the Technical Extension Service. This is the correspondence college of the Technical Education Division. Part 1: alphabetical listing of T.E.S. produced texts for Commerce, Engineering, Applied Sciences, and General Studies, Part 2: lists the trade area texts available to technical schools and colleges, Part 3: lists trade publications available only on special order, and Part 4: lists and audio visual materials which supplement selected courses.

TD 152
State Clearinghouse: QLD 1·1

Queensland. Dept of Education. Technical and Further Education Div
A report on the evaluation of college devised assessment used by colleges in 1st Semester 1979. Brisbane: 1979, 20p.

Access: Hard Copy

Price: Free

Descriptors: Academic Achievement; Student Evaluation; Educational Assessment; Tests; Technical Education

Abstract: The College Based Assessment of Students (CBAS) Scheme was introduced in Queensland Colleges in 1978 to improve and diversify assessment procedures for a range of TAFE courses. This report evaluates the assessment instruments which were forwarded by Colleges to Curriculum sections as part of the CBAS procedures. The evaluation guidelines used are included as part of the report.

TD 153
State Clearinghouse: QLD 1·2

Wallace R H
Projection paper on curriculum developments within TAFE. Queensland, Dept of Education, Technical and Further Education Div, 1979, 35p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Educational Philosophy; Vocational Education; Curriculum Development; Technical Education

Abstract: This paper presents a brief summary of the philosophy and aims of TAFE in Queensland. In this context it discusses the existing structure of TAFE courses and their relationship to labour force and community needs, as well as examining the short to medium term evaluation of the structure of Queensland TAFE. Particular topics addressed include prevocational and trade training, and the associated responsibilities of TAFE industry and society. The allied topics of education for the semiskilled and middle levels of employment are also considered, along with the requirement for flexibility in transferring between educational streams.

TD 154
State Clearinghouse: QLD 1·3

Queensland. Dept of Education. Technical and Further Education Div.
Pre apprenticeship course in signwriting, screen processing. Brisbane: 1978, 119p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Prevocational Education; Apprenticeships; Short Courses; Sign Painters

Abstract: The Pre Apprenticeship Course in Signwriting and Screen Processing is a 14 week full time course of instruction. It was conducted for the first time in 1977. Successful students obtaining apprenticeships are exempted from the first stage of TAFE apprenticeship course and receive 6 month remission in

the indenture period. This report constitutes a major review of the structure, objectives, and success of the course in term of student, college and employer perceptions.

TD 155
State Clearinghouse: QLD 1·4

Queensland. Dept of Education. Technical and Further Education Div
Evaluation of the Pre Apprenticeship Course in Refrigeration Mechanics. Brisbane: 1979, 156p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Refrigeration Mechanics; Apprenticeships; Prevocational Education; Short Courses

Abstract: The Pre Apprenticeship Course in Refrigeration Mechanics is a 21 week full time course of instruction and was conducted for the first time in 1977. Successful students obtaining apprenticeships are exempted from the first two stages of the TAFE apprenticeship course and receive 12 months remission in the indenture period.This report constitutes a major review of the structure, objectives and success of the course, in terms of both student and employer perceptions.

TD 156
State Clearinghouse: QLD 1·5

Queensland. Dept of Education. Technical and Further Education Div
Mathematics and science skills required by apprentices - interim report. Brisbane: 1979, 38p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Trade and Industrial Education; Qualifications; Skills

Abstract: The existing minimum entry requirements for apprenticeship courses have been reassessed to determine their suitability for modern trade training requirements. Skill requirements were assessed for all major trade groupings. From this analysis, a set of basic entry skills in each of the fields of mathematics and science has been developed. A similar investigation of requirements for English skills is underway.

TD 157
State Clearinghouse: QLD 1·6

Queensland. Dept of Education. Technical and Further Education Div
Catalogue of class notes & similar material. Brisbane: 1979, 1v.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Catalogues; Community Colleges

Abstract: This Catalogue contains a listing of class notes available for trade and advanced trade subjects taught in Queensland Colleges of TAFE.

TD 158
State Clearinghouse: QLD 1·7

Electrical Trades Review and Editorial Committees
Electrical Trade Courses in Australia Queensland, Brisbane: Dept of Education, Technical and Further Education Div, 1978, 21p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Curriculum Guides; Core Curriculum; Electrical Occupations

Abstract: This report is the first of a series to the Directors of TAFE concerning the introduction of a common-core Electrical Trade Mechanics Syllabus for use throughout Australia. The report proposes, and recommends the acceptance of, a detailed allocation of Common core Topics to the various stages of the Electrical Trade Mechanics Syllabus, in order to achieve uniformity of training throughout Australia. The report also makes recommendations concerning common text books for this course.

TD 159
State Clearinghouse: QLD 1·8

Electrical Trades Review and Editorial Committees
Electrical trade courses in Australia. Queensland, Brisbane: Dept of Education, Technical and Further Education Div, 1979, 13p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Curriculum Guides; Core Curriculum; Electrical Occupations

Abstract: This report is the second of a series to the Directors of TAFE concern-

ing the introduction of a common core Electrical Trade Mechanics Syllabus for use throughout Australia. It extends the assessment of text books initiated in the first report, and provides a recommended book list. The Regulatory Authorities Licensing Committee has accepted the core curriculum as adequate for national licensing requirements. The report recommends the formation of a national clearinghouse for electrical trades resources. It also recommends a national survey to determine the needs of electrical industries.

TD 160
State Clearinghouse: QLD 1·9

Queensland. Dept of Education. Technical and Further Education Div
Mining industry courses - a National Pilot External Studies Course in the field of mining. Brisbane: 1978, 58p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Extension Education; Occupational Surveys; Feasibility Studies

Abstract: This is a report to the Directors of TAFE examining the feasibility of developing a National External Studies Course for the Mining Industry. It presents a description of the courses available in Queensland, developments relating to the TAFE courses, and the factors affecting the development of a National External Studies Course. A preliminary survey was undertaken to determine the requirements for TAFE Courses. A major survey of the mining industry was developed. The findings will be presented in a later report.

TD 161
State Clearinghouse: QLD 1·10

Queensland. Dept of Education. Technical and Further Education Div
Determining the need for National External Studies Mineral Industries Courses. Brisbane: 1979, 1v.

Access: Hard Copy

Price: Free

Descriptors: Occupational Surveys; Trade and Industrial Education; Geology; Management; Employment Qualifications

Abstract: This survey was developed from the investigations reported in the document 'Mining Industry Courses - National Pilot External Studies Course in the Field of Mining'. It gathered information concerning skills and knowledge required for:—mining management and operation; mining surveying; geology technicians; mineral processing Information was also sought concerning the operations of respondent firms and their perceptions of employment and education requirements for employees. The study was a cooperative venture involving TAFE, Mines Department and Mining Organisations in all States. The findings of this survey will appear in a later report.

TD 162
State Clearinghouse: QLD 1·11

Queensland. Dept of Education. Technical and Further Education Div
Queensland foundry industry - survey of training needs. Brisbane: 1979, 18p.

Access: Hard Copy

Price: Free

Descriptors: Short Courses; Trade and Industrial Education; Industrial Training; Occupational Surveys

Abstract: This document constitutes a survey of foundry operators. The information gained would be used to ascertain the demand for and content of a short course in Foundry Technology. It was intended that each firm would complete two copies of the survey - one by Senior Management and one by Supervisors or Foremen. A summary of responses for the survey is included. An analysis of findings will appear in a later report.

TD 163
State Clearinghouse: QLD 1·12

Queensland. Dept of Education. Technical and Further Education Div
Occupation analysis survey for the motor vehicle mechanical trade. Brisbane: 1979, 10p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Auto Mechanics (Occupation); Industrial Training; Employer Attitudes

Abstract: This survey was designed to obtain information from motor mechanic workshops detailing the types of tasks undertaken and skills required. Information was also sought concerning areas of specialization within the industry of responding firms. In addition, the survey canvassed employers' attitudes towards

expansion and extension of the existing TAFE Course. An analysis of findings of this survey will appear in a later report.

TD 164
State Clearinghouse: QLD 1·13

Queensland. Dept of Education. Technical and Further Education Div
Engineering industry survey - skill inventory. Brisbane: 1979, 12p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Inventory; Occupational Surveys

Abstract: This inventory of skills has been assembled as a result of a survey of engineering establishments. It comprises two sections, one for suburban industries and one for country industries.

TD 165
State Clearinghouse: QLD 1·14

Queensland. Dept of Education. Technical and Further Education Div
Impact of the Pre Vocational course. Brisbane: 53p.

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Short Courses; Prevocational Education; Apprenticeships

Abstract: The Trade Based Pre Vocational Course is the first trade oriented pre-employment course to be offered in Queensland. Considerable demand for course places has been experienced. This report outlines the course structure and an assessment of the perceptions of the course held by the initial intake of students. This is the first of a continuing programme of course and student evaluation associated with this course.

TD 166
State Clearinghouse: QLD 1·15

Queensland. Dept of Education. Technical and Further Education Div; Queensland. Dept of Labour Relations
A Review of the Merits of the Pre Vocational (Trade-Based) Course Brisbane: 1978, 47p.

Access: Hard Copy

Price: Free

Descriptors: Short Courses, Trade and Industrial Education; Prevocational Education; Apprenticeships

Abstract: The Trade Based Pre Vocational Course was the first trade-oriented pre-employment course offered in Queensland. The pilot intake was in 1977. In an assessment of the first year of the course, information was sought from administrative and teaching staff in the Colleges, students of the course and employers of course graduates. The assessment found the course to be successful in its objectives. Employers are satisfied with both the objectives of the course and the capabilities of the graduates.

TD 167
State Clearinghouse: QLD 1·16

Queensland. Dept of Education. Technical and Further Education Div; Dept of Labour Relations
A Second Review of the Merits of the Pre Vocational (Trade-Based) Course. Queensland, Brisbane: Dept of Education, Technical and Further Education Div, 1978, 77p.

Access: Hard Copy

Price: Free

Descriptors: Educational Assessment; Course Evaluation; Prevocational Education; Short Courses; Trade and Industrial Education

Abstract: This is the third report assessing the Pre Vocational (Trade Based) course offered in Queensland. In updating the findings of the previous reports, surveys have been conducted of graduate students and their employers. Students completing the course have experienced a very high incidence of success in finding employment. Employers are satisfied with both the objectives and results of the course. As a result of these assessments, the course structure for 1979 will be changed from five modules to three but it will still span one year of full time training. Where a graduate student is successful in obtaining apprenticeship in a relevant trade, he will receive exemption from his first year of College training and remission of six months in the indenture period.

TD 168
State Clearinghouse: QLD 1·17

Queensland. Dept of Education. Technical and Further Education Div
Review of selection procedure for Pre Vocational (trade based) Course - Interim report. Brisbane: 1979, 22p.

Access: Hard Copy

Price: Free

Descriptors: Educational Assessment; Trade and Industrial Education; Short Courses; Course Evaluation; Prevocational Education

Abstract: This is the fourth of an irregular series of reports assessing aspects of the popular Pre Vocational (Trade Based) Course. The success of students is analyzed in conjunction with their school records in order to determine the best criteria to assess the aptitude of prospective students for the course. Based on student results in Modules 1 and 2 of the 1979 intake, the report recommends selection procedures for students for 1980 only. Selection should be guided by performance in English, Mathematics, and Physics or Multistrand Science for upper secondary school leavers, and in English, Mathematics and Science for Grade 10 school leavers.

TD 169
State Clearinghouse: QLD 1·18

Tait, P L
The development and implementation of the Queensland Pre Vocational (Trade Based) Course: Engineering/Construction. Queensland, Brisbane: Dept of Education, Technical and Further Education Div, 1979, 171p.

Access: Hard Copy

Price: Free

Descriptors: Prevocational Education; Curriculum Design; Trade and Industrial Education; Construction Industry

Abstract: This dissertation considers the events leading to the development of a Pre Vocational (Trade Based) Course in engineering/construction and its initial implementation on a pilot basis. In considering the need for this programme, recognition is given to reports investigating the requirements of Australian industry for educational initiatives to ensure an even supply of tradesmen. The study suggests that the course will be recognised in its own right. It will also contribute valuably in an educational area that was previously serviced inadequately.

TD 170
State Clearinghouse: QLD 1·19

Queensland. Dept of Education. Technical and Further Education Div
TAFE in the Ipswich District. Brisbane: 1979, 131p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Community Colleges; College Planning; Educational Needs; Educational Facilities; Technical Education

Abstract: This report constitutes a detailed demographic, industrial, economic and educational investigation of the Ipswich TAFE District in order to determine the existing and projected TAFE needs. The needs being determined will be related to the planning and construction of a new college complex at Bundamba.

TD 171
State Clearinghouse: QLD 1·20

Queensland. Dept of Education. Technical and Further Education Div
Gold Coast College of TAFE. Brisbane: 1979, 138p.

Access: Hard Copy

Price: Free

Descriptors: Adult Education; Educational Needs; Educational Facilities; Community Colleges; Technical Education

Abstract: This report constitutes a detailed demographic, industrial, economic and educational investigation of the Gold Coast TAFE District in order to determine the existing and projected TAFE needs. The needs being determined will be related to the planning and construction of a new college complex at Benowa.

TD 172
State Clearinghouse: QLD 1·21

Queensland. Dept of Education. Technical and Further Education Div
Position paper on TAFE submitted to the Parliamentary Select Committee on Education. Brisbane: 1978, 68p.

Access: Hard Copy

Price: Free

Descriptors: Educational Policy; Educational Needs; Technical Education; Trade and Industrial Education

Abstract: In 1978 the Queensland Government appointed a Parliamentary Select Committee with broad powers of enquiry into the system of education in Queensland and the extent to which it meets the expectations of students,

parents and the community. The Select Committee invited submissions from all sectors of the community. This submission by the TAFE Division sets out the existing nature and structure of the Division. It gives an outline of plans for the immediate future including those to meet the educational and training needs of industry and the community.

TD 173
State Clearinghouse: QLD 1·22

Queensland. Dept of Education. Technical and Further Education Div
The concept of the College of TAFE submitted to the Parliamentary Select Committee on Education. Brisbane: 1978, 9p.

Access: Hard Copy

Price: Free

Descriptors: Educational Development; Community Colleges; College Planning; Technical Education

Abstract: The TAFE Division was one of many authorities which responded to the invitation to present submissions to the Queensland Parliamentary Select Committee on Education. The main TAFE Submission 'Position Paper on TAFE' was accompanied by this particular paper 'Concept of the College of TAFE'. It explains in some detail the structure of a typical Queensland College of TAFE and its position within both the educational system and the community.

TD 174
State Clearinghouse: QLD 1·23

Queensland. Dept of Education. Technical and Further Education Div
TAFE in small communities - a discussion paper. Brisbane: 1978, 19p.

Access: Hard Copy

Price: Free

Descriptors: Educational Facilities; Educational Programs; Community Education; Technical Institutes

Abstract: This initial discussion paper addresses itself to some of the factors involved in providing a TAFE service to small communities. Four community sizes are considered, the largest of which is regarded as the minimum requirement for a normal college of TAFE. The four categories by population are: under 2000, 2000 to 6000, 6000 to 20000, and greater than 20000. The report, which was prepared in response to a proposal by the Building Officers Group, outlines the educational, teaching and accommodation needs associated with small communities. Both the Mobile Workshop (c.f. N.S.W.) and the Model College - Small Communities (c.f. S.A.) concepts have been explored.

TD 175
State Clearinghouse: QLD 1·24

Queensland. Dept of Education. Technical and Further Education Div
TAFE Facilities for small communities. Brisbane: 1979, 47p.

Access: Hard Copy

Price: Free

Descriptors: Core Curriculum; Community Colleges; Educational Needs; Educational Facilities

Abstract: The topics outlined in the discussion paper 'TAFE in Small Communities' have been investigated more fully in this report. A modular approach has been developed which will adequately cater for the needs of very small communities, and which can be readily expanded to meet increasing requirements. The methodology involves a careful analysis of the facilities required by the full range of Queensland TAFE courses, and the classification of these facilities into core and peripheral requirements. Thus a list of key courses and their requirements has been prepared, along with cross referenced lists of additional facilities and associated additional courses.

TD 176
State Clearinghouse: QLD 1·25

Queensland. Dept of Education. Technical and Further Education Div
Queensland TAFE in small centres. Brisbane: 1979, 43p.

Access: Hard Copy

Price: Free

Descriptors: Community Colleges; Educational Facilities; Building Design; Building Plans

Abstract: This publication constitutes a building brief for TAFE establishments in small communities, based on the guidelines presented in 'TAFE Facilities for Small Communities'. The paper consists of two parts. The first section of the report is a generalized brief, while the second part is a brief prepared specifically for an establishment at Warwick on the Darling Downs.

TD 177
State Clearinghouse: QLD 1·26

Queensland. Dept of Education. Technical and Further Education Div
A Method for the preparation of educational briefs. Brisbane: 1978, 49p.

Access: Hard Copy

Price: Free

Descriptors: Educational Development; Building Design; Building Plans; Educational Facilities; Technical Institutes

Identifiers: Building Briefs

Abstract: This document constitutes the guidelines observed by Queensland TAFE Division officers when preparing educational briefs for building construction. The guidelines cover the following:—preliminary studies; the written instructions; checklists; site selection; site information; planning information; guidelines for information required in master plans; authority controlling building (Queensland).

TD 178
State Clearinghouse: QLD 1·27

Queensland. Dept of Education. Technical and Further Education Div
Planning guidelines. Brisbane: 1979, 31p.

Access: Hard Copy

Price: Free

Descriptors: Buildings; Community Colleges; College Planning; College Facilities; Enrolment Trends

Abstract: A collection of four separate papers comprise the guidelines on the planning of buildings for TAFE colleges. The papers cover the following topics: 1. Definition of optimum student capacity of TAFE facilities. 2. Translating planned student numbers into accommodation requirements. 3. Site size and location of TAFE colleges. 4. Guidelines for food services and amenities.

TD 179
State Clearinghouse: QLD 1·28

Queensland. Dept of Education. Technical and Further Education Div
Elective arc welding environmental manual. Brisbane: 1980, 102p.

Access: Hard Copy

Price: Free

Descriptors: Community Colleges; Trade and Industrial Education; Welders; Welding

Abstract: These guidelines provide detailed information covering all aspects of the design of arc welding facilities for use in Queensland Colleges of TAFE. The topics considered include: student arc welding bays; demonstration arc welding bays; weld grinding bay; weld testing area; workshop learning space; equipment and materials store; student arc welding area.

TD 180
State Clearinghouse: QLD 1·29

Queensland. Dept of Education. Technical and Further Education Div
Standard schedule of abbreviations & graphical symbols used for identifications and locations of services points in educational buildings. Brisbane: 1978, unpaginated.

Access: Hard Copy

Price: Free

Descriptors: Building Plans; Educational Facilities; Standards; Codification; College Planning; Technical Institutes

Abstract: This schedule lists the abbreviations and symbols to be used on all planning documents prepared by or for TAFE in Queensland. Where possible, the latest Australian Standard Codes (A.S. 1101 part 1, 1971 and A.S. 1102 part 8, 1974) have been followed, with additions devised and incorporated where the Codes have not met local requirements.

TD 181
State Clearinghouse: QLD 1·30

Queensland. Dept of Education. Technical and Further Education Div
Student gas welding bays. Brisbane: 1978, 15p.

Access: Hard Copy

Price: Free

Descriptors: Welding; Welders; Trade and Industrial Education; Educational Facilities

Abstract: These guidelines provide detailed information covering all aspects of the design of student gas welding bays for use in Queensland colleges of TAFE. The topics considered include:—design of work table; ventilation; reticulated gases;tools & facilities; protection of services;lighting.

TD 182
State Clearinghouse: QLD 1·31

Queensland. Dept of Education. Technical and Further Education Div
Building briefs for resource materials centres. Brisbane: 1979, 3v. (22p; 32p; 32p)

Access: Hard Copy

Price: Free

Descriptors: Building Plans; Community Colleges; Resource Centres; Resource Materials

Abstract: Building briefs for Resource Materials Centres have been prepared for the following Queensland Colleges of TAFE: 1. College of Art (Two-level building, housing RMC, canteen & T.V. Studio) 2. Mt. Gravatt (Two-level building, housing RMC, arts and crafts facilities) 3. Bald Hills (Multi-level building housing RMC, kitchen, dining & recreation facilities, and commercial/office studies facilities)

TD 183
State Clearinghouse: QLD 1·32

Queensland. Dept of Education. Technical and Further Education Div
The development of a method for the preparation of educational briefs. Brisbane: 1977, 4v. (105p; 53p; 62p; 20p)

Access: Hard Copy

Price: Free

Descriptors: Educational Planning; Educational Policy; Building Plans; College Buildings

Abstract: This 4 volume report is the result of a joint research project undertaken by officers of the TAFE Division of the Department of Works in Queensland. The project was funded by a grant from TAFEC. The purpose for the project was to develop a comprehensive methodology for the preparation of briefs associated with TAFE building construction projects. The 4 volumes of this report are: 1. Policy Based Briefing 2. A Case Study 3. A Comparation Study 4. The Interaction Brief.

TD 184
State Clearinghouse: QLD 1·33

Queensland. Dept of Education. Technical and Further Education Div
Building briefs for technology buildings. Brisbane: 1980, 6v. (26p; 29p; 23p; 22p; 37p; 25p)

Access: Hard Copy

Price: Free

Descriptors: Building Plans; Community Colleges; Technical Institutes; College Planning

Abstract: This entry comprises a set of building briefs which have been prepared in the period 1977-80 for Technology Buildings in the following Queensland Colleges of TAFE: Ipswich; Mount Gravatt; Gladstone; Redcliffe; Sunshine Coast; Townsville. The buildings have been designed to handle the following common major trades: Automotive, Boilermaking, Carpentry and Joinery, Electrical Fitters, Fitting, Fitting and Machining, Plumbing, Sheetmetal Working. In addition, each project will accommodate a variety of specialist functions appropriate to the centre concerned.

TD 185
State Clearinghouse: QLD 1·34

Queensland. Dept of Education. Technical and Further Education Div
Bald Hills and Ipswich Colleges of TAFE - Briefs for the master plans. Brisbane: 1978, 2v. (39p; 56p)

Access: Hard Copy

Price: Free

Descriptors: Trade and Industrial Education; Building Plans; Educational Facilities; Technical Reports; Community Colleges

Identifiers: Building Briefs

Abstract: This entry comprises the educational briefs prepared prior to the development of Master Plans for Colleges of TAFE at Bald Hills and Bundamba (Ipswich).

TD 186
State Clearinghouse: QLD 1·35

Queensland. Dept of Education. Technical and Further Education Div
Building briefs for business and general studies building. Brisbane: 1979, 3v. (16p; 10p; 19p)

Access: Hard Copy

Price: Free

Descriptors: Building Plans; Educational Facilities; Community Colleges; College Planning

Abstract: This entry comprises building briefs for Business and General Studies Buildings for three Queensland Colleges

of TAFE at:—Mt Gravatt; Ipswich; Bundaberg. As well as providing briefs for business, commercial and office education and general studies facilities in each college, the briefs cover the provision of other facilities at the three colleges. They are:—Mt. Gravatt: Kitchen and dining facilities; staff accommodation; student territory; Ipswich: Staff accommodation; Student territory; Bundaberg: Resource Materials Centre, staff accommodation.

TD 187
State Clearinghouse: VIC 1·1

Calvert A
Girls and apprenticeships. Victoria, Melbourne: Education Dept, Technical Education Div, 306p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Apprentices; Girls; Careers; Employment Opportunities; Career Choice; Technical Education; Vocational Education; Womens Education

Abstract: The object of the study was to investigate why so few girls apply to enter or take up apprenticeships in areas other than hairdressing. The study looked at the influences on the career choices of girls which would tend to discourage them from entering apprenticeships.

TD 188
State Clearinghouse: VIC 1·2

Arnold C; Greenspan K; Ward S
Evaluation of educational programs for unemployed youth for program commenced 1st half 1979. Victoria, Melbourne: Education Dept, Technical Education Div, 1980, 39p.

Access: Hard Copy

Price: Free

Descriptors: Employment Programs; Program Evaluation; Technical Education; Youth Programs; Unemployment; Youth Employment

Abstract: An overview of the operation of all programs was obtained from the reports of the program staff. A summary of participants' perceptions of programs is included along with a summary and overview of Principals' views of programs.

TD 189
State Clearinghouse: VIC 1·3

McDonald C
Research document into individualised learning. Victoria, Melbourne: Education Dept, Technical Education Div, 1979, 169p.

Access: Hard Copy

Price: Free

Descriptors: Open Plan Schools; Slow Learners; Individualised Instruction; Individual Instruction

Abstract: An investigation was undertaken into all aspects of individualised instruction. The study covers modes, models and rationales of individualised instruction and variables pertaining to and programs of individualised instruction.

TD 190
State Clearinghouse: VIC 1·4

Griffin P
Accelerated apprenticeship training report No. 2. Victoria, Melbourne: Education Dept, Technical Education Div, 1978, 358p.

Access: Hard Copy

Price: Free

Descriptors: Apprenticeships; Industrial Training; Academic Achievement; Occupational Training; Trade and Industrial Education

Abstract: The report has concentrated on the school-based training of apprentices, their work environment, the apprentices' educational and employment background, their attitudes to their training and their performance both on the job and at school.

TD 191
State Clearinghouse: VIC 1·5

Foster G J
Middle manager - job profile. Victoria, Melbourne: Education Dept, Technical Education Div, 1980, 5p.

Access: Hard Copy

Price: Free

Descriptors: Management; Managers; Executives; Job Analysis; Occupational Information

Abstract: This document is a job profile describing the typical activities of a middle manager.

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This index lists subjects in alphabetical order with document entries grouped under the appropriate heading. TD Accession Numbers are listed for each subject item.

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METHODS OF INDEXING AND SEARCHING COMMON EDUCATIONAL INDEXING PUBLICATIONS

The following table indicates the methods used for indexing and searching certain publications. It is readily apparent that *Initiatives in Technical and Further Education* is compatible with AEI, RIE and CIJE. This means that the task of searching the literature is simplified because consistency has been achieved. For instance, the following sample of an AUSINET computer print-out is consistent with the hard copy version and with ERIC document entry content.

Educational Indexes	Method of Indexing				Method of Searching	
	ERIC Descriptors	"AEI" Subject Identifiers	"TAFE" Subject Identifiers	Broad Subject Category	Manual	On-line
Initiatives in Technical and Further Education	√	√	√	√	√	√
Australian Education Index (AEI)	√	√	√	√	√	√
Resources in Education (RIE)	√	—	—	—	√	√
Current Index to Journals in Education (CIJE)	√	—	—	—	√	√
British Education Index (BEI)	—	—	—	√	√	

Note: Education indexes covering documents produced within other countries and regions can also be classified as to the methods of indexing and searching.

SAMPLE OF AN AUSINET COMPUTER PRINT-OUT

```
ACI:AEII/ACER INDEX 1970-JUN 1980
     ACI - SEARCH MODE - ENTER QUERY
    1.
COMPUTER ADJ USAGE ADJ TASK ADJ FORCE
        COMPUTER                                  34 DOCUMENTS
        USAGE                                     23 DOCUMENTS
        TASK                                      30 DOCUMENTS
        FORCE                                     10 DOCUMENTS
    RESULT          1
    2.
...BROWSE 1 ALL/DOC=1
     1
      ACER-NO   = 3852
      CLASS     = TAFE
      ISSUE     =
      YEAR      =
TITLE
   COMPUTERS IN FURTHER EDUCATION: POLICY PAPER NO.1.
DATE
   1977
CC AUTHOR
   COMPUTER USAGE TASK FORCE
INSTITUTION
   SOUTH AUSTRALIA. DEPT OF FURTHER EDUCATION
PLACE
   ADELAIDE
PUBN TYPE
   R
ABSTRACT
   THIS PAPER CONSTITUTES THE REPORT OF THE COMPUTER USAGE TASK FORCE
   ESTABLISHED AT THE REQUEST OF THE PUBLIC SERVICE BOARD TO DESCRIBE
   THE DEPARTMENT OF FURTHER EDUCATION'S COMPUTING REQUIREMENTS AND
   PLANS TO THE MID-EIGHTIES (SEE APPENDIX A: MEMORANDUM TO PERMANENT
   HEADS NO. 72). THE TASK FORCE HAS BEEN CONSCIOUS ALSO OF A GENERAL
   NEED FOR AN ASSESSMENT OF PRINCIPLE AND PRACTICE AS A BASIS FOR
   DEFINITION OF DEPARTMENTAL POLICY ON COMPUTER USAGE. WHILE THE
   IMMDIATE GOAL OF THIS INVESTIGATION HAS BEEN TO DEFINE COMPUTING
   REQUIREMENTS WITHIN THE PUBLIC SERVICE ARM OF THIS DEPARTMENT, THE
   EDUCATIONAL IMPLICATIONS OF COMPUTERISATION HAVE ALSO BEEN
   CONSIDERED. THE EXTENT TO WHICH THE EDUCATIONAL AND ADMINISTRATIVE
   USES OF COMPUTERS SHOULD INTEGRATE (IF AT ALL) HAS IN FACT BEEN A
   CENTRAL CONCERN OF THE ENQUIRY.
NOTES
   55P.
AVAILABILITY
   AVAIL: TAFE CLEARINGHOUSE, SA DEPT OF FURTHER EDUCATION 31 FLINDERS
   STREET ADELAIDE SA 5000: ACC NO. YD2 SA 1.1: MFICHE.
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   COMPUTER ASSISTED INSTRUCTION
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R0601 * END OF DOCUMENTS IN LIST
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